Introduction

Welcome to Almyta Control System! The program is designed to handle many aspects of inventory management, providing the ability to track every step in the inventory life cycle from the time you create a purchase order for your supplier to the moment you ship out the product to your customer. At the same time, Almyta Control System's modular organization ensures flexibility and enables you to adapt the program to your specific needs.

Below, the different subsystems, or modules, of Almyta Control System are explained along with some of their uses.

The Purchasing
Almyta Control System's Purchasing allows you to order, track, and receive both inventory items and assets. It also provides the ability to browse purchase orders, list currently outstanding purchase orders, and generate reports based on purchase orders. Like most parts of Almyta Control System, the Purchasing can be customized with logos, messages, fields, and terms to adapt it to your specific business. Purchasing Utilities allows you to set parameters for parts you are regularly buying and create purchase orders automatically. By using it, you never run out of supplies.

The Warehouse Appointments
You can use Almyta Control System's versatile Warehouse Appointments module to enter appointment-specific information about the following:

- Suppliers
- Carriers
- Creation and delivery dates
- Reference and process numbers
- Specific handling instructions
- Line items being received

You can schedule delivery appointments as soon as the information on the inbound shipments becomes available. Then, when a shipment arrives, you can use the packing slip to quickly add the line items to the inbound appointment. This function provides dock management functionality to the system. The Warehouse Appointments also allows you to capture the following metrics about your deliveries:

- Average number of appointments per day
- Number of appointments per carrier or supplier
- Number of appointments missed or late by carrier or supplier
- Number of over or under shipments by supplier

The Inventory
The Inventory module allows you to adjust and track all stored items whether they are assets or inventory items. The Inventory allows you to perform tasks online that were traditionally done on paper such as cycle counts, lot/serial number tracking, and maintaining multiple warehouses. It enables you to track information regarding aging, location, and FIFO – LIFO and to measure inventory usage through inventory adjustments, items issued, and work orders. The Repair Orders enables you to track items that are returned to you through every stage of the repair process without entering them into your regular inventory. The Leasing functionality allows you to lend your inventory to customers.

The Shipping (Order Entry)
Almyta Control System's Shipping module allows you to easily add, track, and maintain your shipping orders. You can quickly create orders to direct the delivery of items to any number of customer locations.

The versatility of the Shipping module allows you to perform the following tasks all within the same shipping order:

- Ship to one address
- Bill to another address
- Specify carriers
- Track customer purchase orders
- Provide detailed written instructions
- Print pick list and packing slip

The Work Orders and Bill of Materials (Kitting)

Almyta Control System's versatile Work Orders module allows you to perform the following functions:

- Schedule and track internal requests for work including: preventative, emergency, and/or scheduled maintenance
- Plan work against available human and inventory resources
- Associate each work order with an available asset
- Automatically adjust the total number of inventory items when inventory items are specified in the work order for consumption
- Generate detailed reports including a listing of the current status of all outstanding work orders
- Prioritize work orders
- Insure that you don't void warranties

The Asset Management

Almyta Control System's versatile Assets module allows you to maintain tangible and intangible assets. The Assets module contains the following three parts:

- Detailed Assets: Use this part of the Assets module to add, maintain, and cancel tangible assets such as manufacturing equipment, office furniture, computers, printers, etc. Among other information, you can track information on warranty, cost, specifications, location, and parent (associated) assets.
- Licenses in Assets: Use this part of the Assets module to associate a license (for example, software licenses on a PC) with an asset.
- Detailed Licenses: Use this part of the Assets module to keep track of intangible assets like software licenses or contracts. Among other information, you can track information on expiration dates, purchase and replacement costs, and serial numbers.

The Reporting

Almyta Control System's Reporting module contains a comprehensive set of reports that allows you to query almost every aspect of the system. Reports allow you to customize the selection of parameters to generate queries specific to your needs. You can have reports print at a printer that you designate or to a screen.

Barcoding

Barcoding is an option with Almyta Control System. Almyta Control System supports barcoding "out of the box.". Generic barcode scanners can be purchased to work with your existing PCs inline with the keyboard.

Almyta Control System Interfaces

Almyta Control System easily interfaces with Microsoft Office Suite applications. You can analyze Almyta Control System reports with Microsoft Excel or modify them with the Word.

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Chapter 1 - Installing

1.1 Installing Almyta Control System

1. Download the installation program from the Downloads menu at http://systems.almyta.com. The original program name is AlmytaControl.exe
2. Run AlmytaControl.exe.
3. By default, all necessary files are extracted into the c:\tmp\almyta folder. The folder can be changed before the extraction. After the extraction, Almyta Control System Selector starts automatically.

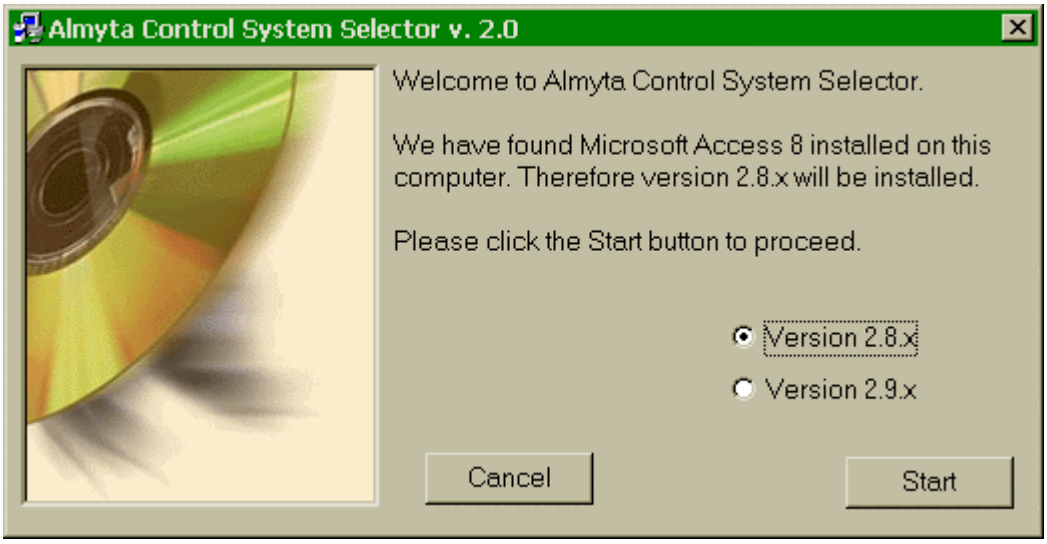

Almyta Control System Selector v. 2.0
Welcome to Almyta Control System Selector.
We have found Microsoft Access 8 installed on this computer. Therefore version 2.8.x will be installed.
Please click the Start button to proceed.
Version 2.8.x
Version 2.9.x
Cancel
Start

Figure 1.1 Almyta Control System Selector

4. The Selector will check your computer for compatibility. If Microsoft Access 2000 is installed on your computer, the installation program selects version 2.90. Otherwise, version 2.80 is selected. Versions 2.90 and 2.80 are identical in functionality. Click the Start button.
5. The installation program starts the main application setup program setup.exe, which is located in either the acs280 or acs290 subfolder of the c:\tmp\Almyta folder, depending on which version was selected.

Figure 1.2 Almyta Control System Setup

6. There are three choices in the main installation program. Generally, you would accept all defaults. If that is so, click the Typical button. Compact is a smaller version and Custom lets you configure exact options.
7. A few files in the Almyta Control Installation package are widely shared across the Windows platform. Some of these files are part of the Windows operating system. It is quite possible that your computer has newer versions of such files. In that case you would see the Version Conflict box pop up for each such file during the installation.

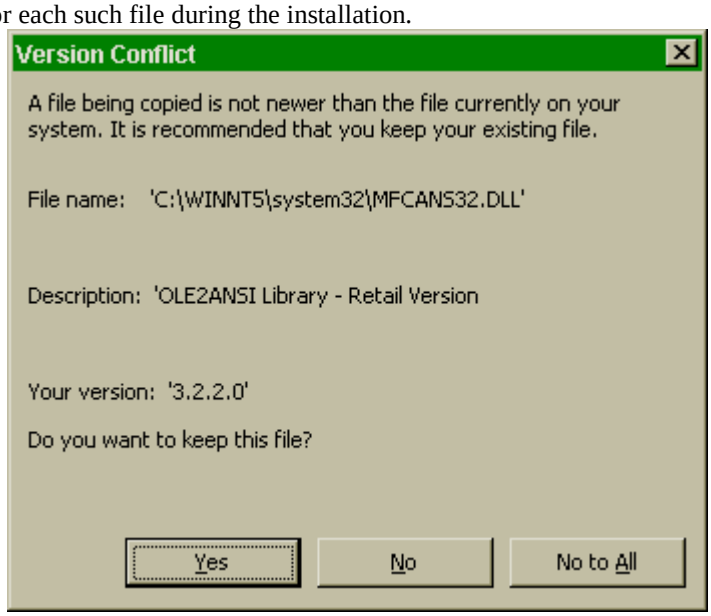

Version Conflict
A file being copied is not newer than the file currently on your system. It is recommended that you keep your existing file.
File name: 'C:\WINNT5\system32\MFCANS32.DLL'
Description: 'OLE2ANSI Library - Retail Version
Your version: '3.2.2.0'
Do you want to keep this file?
Yes
No
No to All

Figure 1.3 Version Conflict

Answer YES (or just press the <Enter> key) on all such popup boxes.
This will keep your current files and will not replace them with Almyta Control System files.

8. After installing, run the application from the Windows menu: Start/Programs/Almyta/Almyta Control System.

1.2 Reinstalling

Your data, backup history, and license will not be overwritten if you reinstall Almyta Control System after uninstalling it. You can reinstall the System at any time. To reinstall, run setup.exe. You can also reinstall using the Add/Remove Programs option in the Windows Control Panel.

1.3 Uninstalling

To uninstall Almyta Control System, run setup.exe and click the Remove All button. By design the installation program will not remove your data. If you want to remove your data, manually delete from disk the folders created during installation.

1.4 Installing on a Network

To install a multi-user Almyta Control System, just install a System on each PC where you want to use it and then follow the procedure provided by the Maintenance screen in the Almyta Control System Company Selector. We assume you have your PCs networked and that there is a file server present on your network. All PCs have to be fitted with the same version of Almyta Control System. It should be either 2.80 or 2.90. Mixing the two versions will not work.

1.5 Adding an Icon to the Desktop

To add the System icon to your desktop:

1. Find the shortcut to Almyta Control System in Windows Start Menu/Programs/Almyta.
2. Right click on it and select Copy
3. Right click anywhere on the open desktop and select Paste.

Chapter 2 - Basics

2.1 Starting the System

Start the program through Start/Programs/Almyta/Almyta Control System. Or if you created a shortcut (see 1.5), double-click the shortcut. The Almyta Control System Company Selector starts.

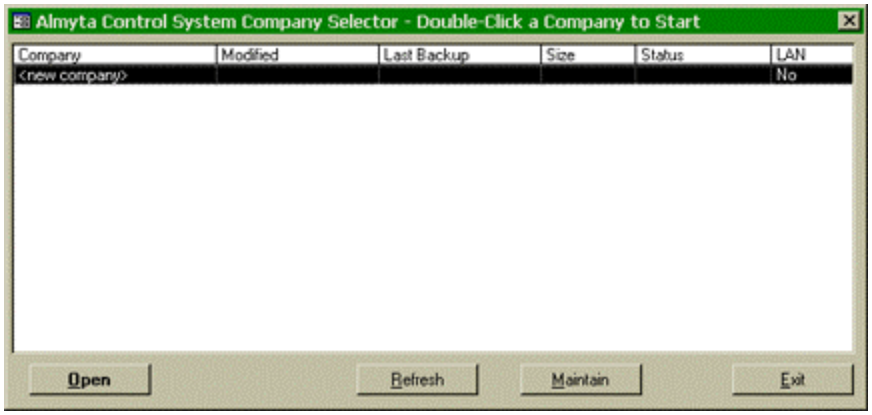


Figure 2.1 - Almyta Control System Company Selector

If you are starting the application for the first time, just double-click <new company>. On the next message popup, for test or training purposes, click the No button to create a company with some initial values in it. Otherwise, to start configuring the System for your own needs, click the Yes button. Enter a new company name on the next popup screen.

1.

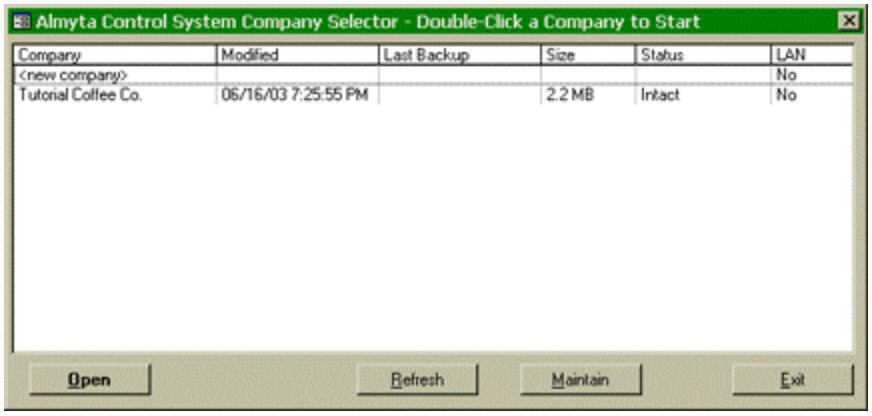


Figure 2.2 - Almyta Control System Company Selector

If you have used the system before, you can double-click a company in the list or select it and click the Open button.

2.2 Quitting the System

Almyta would like to caution users not to leave the database open for extended periods of time unattended. If you leave the application open on your PC and go on vacation for a week, you risk corrupting the database in case of hardware or power failure. If corruption occurs, use the Repair button on Maintenance screen of Almyta Switch. Also, never just shut off your PC. Please go through the normal system shutdown procedure when turning off your PC. This will save wear and tear on both the hardware and the software.

To simply close the system, click the x button in the right top corner of the main window, or press Alt and F4 keys simultaneously, or select Exit in the File menu. To close a current company and return to Almyta Control System Company Selector, select File/Exit and Return to Company Selector or click the rightmost button in the toolbar (the folder-like button).

2.3 The Toolbar Buttons

The buttons on the toolbar provide shortcuts to certain screens or commands.

Figure 2.3 – Almyta Control System Toolbar

Button descriptions from left to right:

Label	Description
Warehouse	Lets you change the warehouse you are working with.
Apply Filter	Can be used to search your records when you are using the "Fast Browse" function (see section below). From the "Fast Browse" screen, select a characteristic for which you wish to search. For example, in the supplier column you might highlight "Supplier ABC." Then choose "Apply Filter" to view only records of items from this supplier.
Remove Filter	Can be used in the "Fast Browse" function to undo the effects of a search. After you have applied a filter, select "Remove Filter" to view all of your records.
Refresh	Lets you update the database to reflect changes you have made in your current session without restarting the program.
Save	Saves the record currently on the screen.
Find	Lets you search your records for items with a particular characteristic. From any screen, you can click "Find," then enter a term in the "Find what" field. The system will display all records in which the term is used.
Find Next	Can be used in conjunction with "Find" to display the next result of a search.
Replace	Use to replace a specified text with another one.
Purchase Orders	Opens the Purchase Orders screen.
Inbound Appointments	Opens the Warehouse Appointments screen.
Item Master List	Opens the "Item Master List."
Receive	Opens the Receiving screen for direct positive inventory adjustment. To receive against a purchase order, use the Purchase Order screen. The same goes for warehouse appointments.
Locate and Move	Opens the Locate and Move Filter screen. Make a selection and go to the Locate and Move screen.
Issue	Opens the Issue screen for direct negative inventory adjustment. To issue inventory against shipping orders, use the Shipping Order Processing screen. The same goes for work orders.

Shipping Orders	Opens the Shipping Orders screen.
Work Orders	Opens the Work Orders screen.
Archived Units	Opens a filter screen to query issued inventory units.
Detailed Assets	Opens the Assets screen.
System Browser	Displays the system browser—an outline form of the program designed to give users a fast way of viewing the entire system and locating information within it.
Initialize Data	Use it to start a new company. Lets you quickly initialize all essential lists.
Almyta Website	Takes you to the systems.almyta.com website for information about the latest upgrades for the program.
Back to Company Selector	2. Closes a current company and returns to the Company Selector.

2.4 Pencils and Asterisks

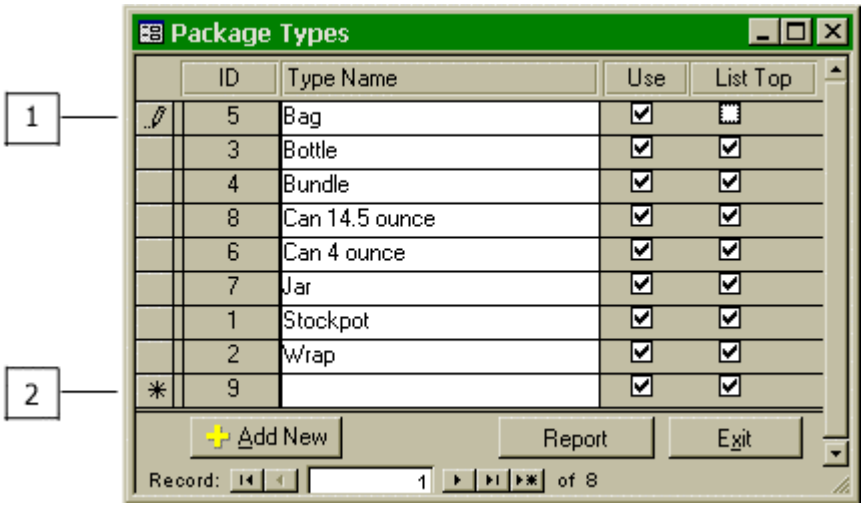


Figure 2.4 - Almyta Control System Buttons

Label	Description
1.	A pencil like the one shown above indicates that you have made changes or are making changes to this record or row. If you decide that you want the data to revert back to the way it was before you made any changes, press Ctrl+Z or press the <Esc> key two times before you move to the next row or record. As soon as you move to the next row or record, your changes will be saved. If you are sharing Almyta Control System with other users, Almyta Control System will lock out this record from being modified by others while you edit it. If another user tries to access the record while you are editing it, they will see a "crossed circle" icon.
2.	An asterisk indicates that the row adjacent is blank and that you can type data to create a new record. When you begin to type, the asterisk changes to the pencil for modifying a list.

2.5 Executing Commands

Almyta Control System requires keyboard and mouse actions to select from the screen and to give commands. This section describes the actions involved in using Almyta Control System and the way these actions are described within this manual.

Action Terms
In this manual, you will see the following terms used over and over. These terms indicate actions that will be performed many times. They indicate both mouse actions and the analogous keyboard actions. Here is what they mean:

Action	Description
Select	Highlight or mark a section of text, menu name, or command by clicking with the mouse or using the arrow keys on the keyboard.
Tab	The "Tab" key moves the cursor from field to field, selecting fields as it goes.
Choose	Select and execute a command. You may execute some commands when you select the menu command. Other commands execute when you choose "OK" from a dialog box.

Mouse Actions
The mouse lets you select and move items on your screen. When you move the mouse on your desk, the mouse pointer on your screen moves in the same direction. The mouse pointer takes on different shapes depending on its location on your screen and the task you are performing. The chart below describes the actions that you will see described throughout this manual.

Action	Description
Click	Place the tip of the mouse pointer or lower portion of the I-beam pointer at the desired location and then press the left mouse button one time. This action chooses a menu or command or moves the cursor.
Right Click	Place the tip of the mouse pointer in the desired location on a document or toolbar then click the right mouse button. This action displays a menu appropriate to the item on which you clicked.
Double Click	Place the tip of the mouse pointer or the lower portion of the I-beam pointer at the desired location and then quickly press the left mouse button **two** times. This action is often a shortcut for carrying out a command or opening a menu choice.

Keyboard Actions
The keyboard is most useful for entering text and numbers and performing operations in conjunction with the mouse. The following table defines terminology used in this manual regarding the keyboard.

Action	Description
Enter	Press the "Enter" key located on your keyboard.
Type	Type characters from the keyboard but do not press the "Enter" key.
Alt	Press the "Alt" key on your keyboard.
Alt, Letter	Press the "Alt" key, release it, and then press the underlined letter or number shown.
Letter	Press only the underlined letter shown in the menu, command, or option.
Alt+Letter	Hold down the "Alt" key as you press the underlined letter.
Tab	Press the "Tab" key.
Esc	Press the "Esc" key.
Left/Right Arrow Key	Press the left or right arrow key. Moves the cursor arrow key left or right one character.
Shift+Arrow Key	Hold down "Shift" while pressing the left or right arrow key. Selects text as the cursor moves left or right.
Ctrl+Left/Right Arrow Key	Hold down "Ctrl" while pressing the left or right arrow key. Moves the cursor to the arrow key at the beginning of the preceding/next word.

Action	Description
Home	Press the “Home” key. Moves the cursor to the beginning of the line.
Shift+Home	Hold down “Shift” while pressing the “Home” key. Highlights from the cursor back to the beginning of the line.
End	Press the “End” key. Moves the cursor to the end of the line.
Shift+End	Hold down “Shift” while pressing the “End” key. Selects from the cursor to the end of the line.

2.6 Entering Data

When entering data into Almyta Control System, you may choose to manually complete each record or you may wish to use the “Copy to New” button. Once you have filled in one record, you can use “Copy to New” to create a new record with identical information to the original (except of course with a new ID number). Simply change the fields in which the new item differs and save the new record. This feature is especially helpful if you have many similar inventory items or if you receive monthly shipments of the same product and need only to change the delivery date on your records.

Keep in mind that Almyta Control System automatically saves your changes as you make them. As soon as you remove the cursor from a field, Almyta Control System saves the data that appears in that field. **It is not easy to retrieve data that you accidentally deleted or typed over.** Almyta Control System can only help you undo the last thing that you changed. To undo the last change that you made, you have the following three choices:

- Right click and select “Undo Typing.”
- Press Ctrl+Z.
- Press the “Esc” key (you may need to press <Esc> twice).

Calendar Feature

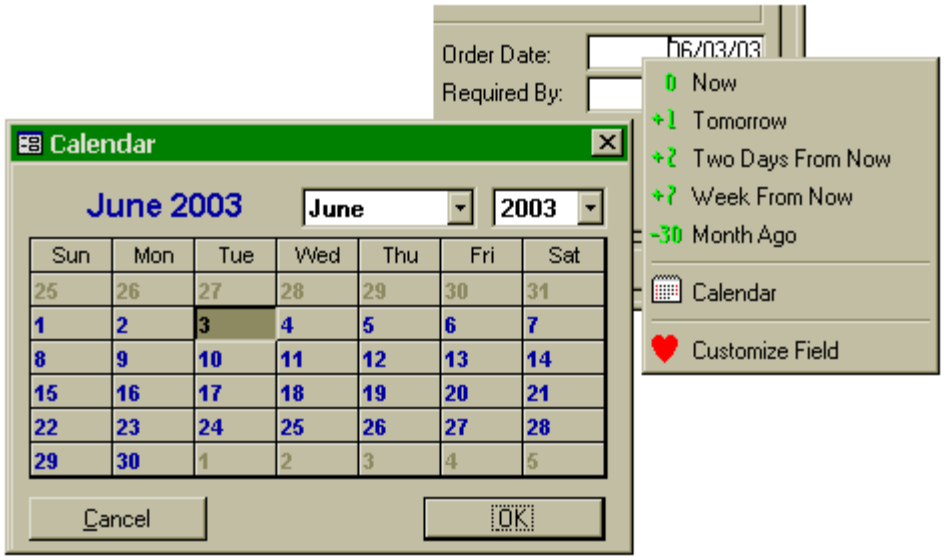


Figure 2.5 - Calendar

The calendar feature helps you ensure that you correctly enter dates in your records. In any date field, right click to view a list of possible times (tomorrow, two days from now, etc.). Simply choose one of these

options and Almyta Control System will fill in the date field automatically. If you do not see the date you are looking for on this list, choose "Calendar" instead to select a date from a calendar of the current month.

2.7 Refreshing

When you make certain changes in Almyta Control System, it is necessary to refresh either the field or the screen that you are working with.

If you edit a list that populates a dropdown box, it will be necessary to refresh the field that corresponds with the list. For example, if you are working on the "Item Master List," it is possible to add to your categories list by clicking on the Pencil icon next to the "Category" field. When you finish editing the categories list, you need to refresh the "Category" field for the changes to appear in the dropdown box. You can do this by right clicking in the field that you updated and selecting "Refresh" from the dropdown menu or by clicking the coffee cup in the toolbar.

If you edit a screen, you will need to refresh the screen before the changes appear. For example, if you open the "Purchase Order" screen and don't want to view the "Delivery Schedule" tab, you will need to refresh the screen. After selecting the "Hide Delivery Schedule" option, you need to close the "Purchasing" screen and reopen it. The "Delivery" tab will not be shown on the new screen.

2.8 The System Browser

The System Browser is a powerful way to take a quick look at the data contained within your system. It organizes and displays your entire system in a hierarchical tree format.

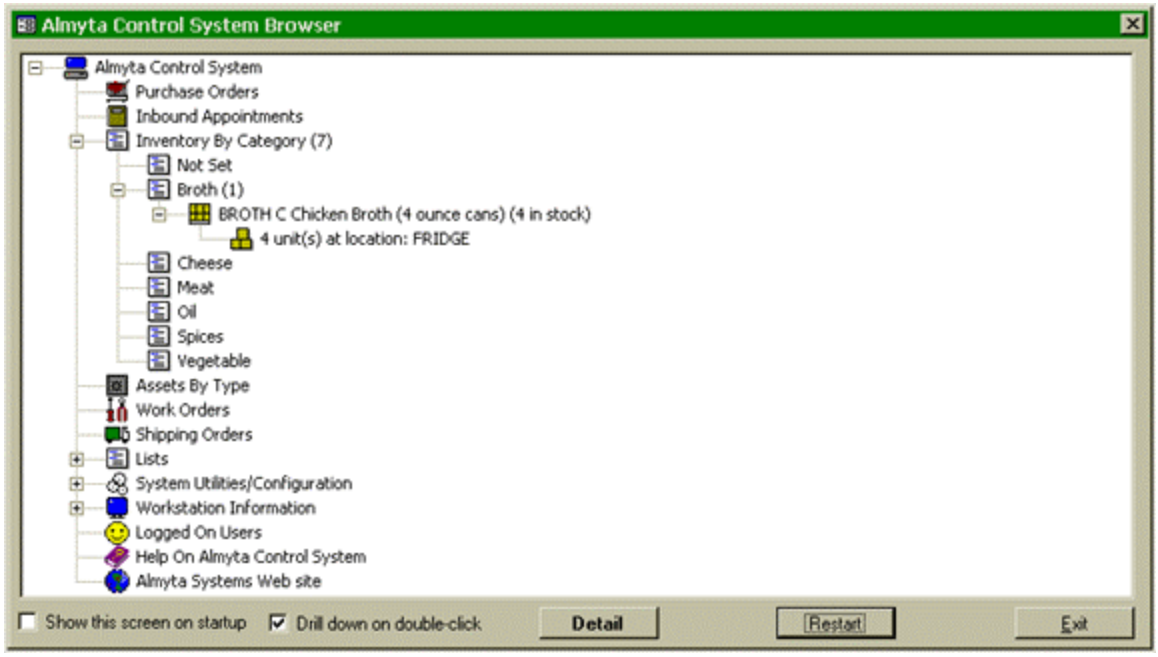


Figure 2.6 – System Browser Screen

Each branch of the system tree contains a brief description of the related part of the system. Single clicking on any icon will display a number in parentheses after the heading representing the item count in the listed category. If the item count is greater than zero, a "+" sign appears in front of the tree branch description.

This shows that there are sub-branches beneath the branch. Clicking on "+" will expand the branch and reveal the items beneath. Those branches can in turn contain sub-branches.

The example above illustrates how easy it is to count inventory items using the System Browser. You can see the list of items that fall under the Broth category. View additional details about an item by double clicking on its icon or by clicking "Detail."

2.9 Filtering and Fast Browsing

In this section, filtering and fast browsing are described in terms of the purchase orders fast browse screen (of which there are several, which you can access through the menus Purchasing/Purchase Orders Fast Browse. Purchasing, Inventory, Shipping, Work Orders, and Assets are all modules that have the fast browsing option, accessed through their respective menus.

- To sort the information on a screen, left click in the field by which you would like to sort. Then, right click with the cursor located within the field. A pop up box displays. Choose "Sort Ascending" or "Sort Descending."
- To view only a subset of the records currently being displayed, you can apply a filter—viewing only records with a particular characteristic or excluding all records with that characteristic. Apply a filter one of two ways:
    - Right click in the field you wish to use as your filter. In the dropdown box, type the criterion you want to use for your filter in the "Filter for" field. Only purchase orders that match your description will be displayed. For example, if you only want to see outstanding orders for supplier ABC, right click in the supplier field and type the supplier name, "ABC," in the "Filter For" field. Next, click the "Enter" button and it will display all orders with suppliers other than ABC. To remove this filter, go back to the "Supplier" field and right click again. Then select "Remove Filter/Sort."
    - Right click on the characteristic you want as your filter and choose either "Filter by Selection" or "Filter Excluding Selection" from the dropdown box. For example, if you wish to view all purchase orders except those placed on June 5th, find one purchase order from this date. Right click in the date field and choose "Filter Excluding Selection" from the dropdown box.
- If you wish to update an outstanding purchase order, click anywhere on the outstanding purchase order's line. Then, click the "Detail" button located at the bottom left side of your screen. The "Purchase Orders" screen displays. Make your edits and save them by clicking on the Pencil icon. Return to the "Purchase Orders Browse" screen by clicking the "Exit" button located on the bottom right side of the screen.
- To print the Outstanding Purchase Order Summary Report, click the "Report" button located at the bottom left side of the screen.
- If you are editing purchase orders using "Fast Browse Orders," click the "Refresh" button located at the bottom left side of the screen to ensure accurate information while browsing.
- Press the "Exit" button located at the bottom right of the screen when you are done.

2.10 Importing and Exporting Data

It is not always necessary to manually input all your company data into Almyta Control System. You can import data into Almyta Control System from a variety of sources including comma-delimited files with the .csv extension, properly formatted text files, Excel spreadsheets, and Word documents. To import data from a file, do as follows:

1. Go to File/Data Import.
2. Select the kind of data you want to import from the "Import Database" dropdown list.
3. Click the "2. Load File" button at the bottom of the screen.
4. Browse for a file and click the Open button. The files that can be imported. Since there was nothing on the screen to begin with, you can click either "Yes" or "No" on the screen that pops up.

"No" appends imported data to data that has already been imported onto the screen. "Yes" deletes existing data. You can import as many files as you want onto the same screen.

5. In the dropdown lists above each column of data that has been imported onto the screen, specify what to import that column as. For example, select "Phone" from the dropdown list over a column of phone numbers. Columns you do not wish to import you can leave as "<Skip>".
6. If the first row of the table on the screen is a header row (a row that contains the names of the columns of the table), check the "First Row is a Header" checkbox on the bottom left of the screen so the column descriptions are not imported as data.
7. Click the "3. Import" button at the bottom of the screen. A small screen will appear and ask if you want to continue with the import or go back and backup your existing company data before importing new data. If you do not want to backup the data, click "Yes". Backups are described in section 2.11 below.
8. Once you have clicked "Yes", the data you've chosen to import becomes appended to your existing company data.

You can also export data from the System in several different ways: by printing it, making it into an Excel, Word, CSV, HTML, or text file, or sending it as an email attachment.

1. Go to File/Data Export.
2. Choose what data you want to export into a file from the Report Name: dropdown list.
3. Click the appropriate file type button below.
4. Type in a name or accept the name proffered and click Save.

2.11 Backup and Restore

Making regular backups of the data in Almyta Control System is very useful because all kinds of accidents and wrong data entries can make restoring a previous version of the company necessary. When you backup your company, you are making a backup of not only the company but also the various ways in which you have configured Almyta Control System.
To make a backup do as follows:

1. On the Company Selector screen that appears when you open or close Almyta Control System, select a company to backup.
2. Click the Maintain button.
3. On the Company Maintenance screen, click the Backup button.
4. On the Browse screen, select a folder to backup to and click the OK button.
5. Click OK to the message that appears.
6. Click the Done button on the Company Maintenance screen. A backup of the company is made.

To restore a company from a backup:

1. On the Company Selector screen, select a company to be restored.
2. Click the Maintain button.
3. On the Company Maintenance screen, click the Restore Last button.
4. Or, to browse for another backup, click the Restore button.
5. To see the history of all backups click the Backup History button.

2.12 Updating the System

To check for new versions of Almyta Control System click the Updates button on the Company Selector screen, then click on the "Check for Updates Now" hyperlink. This hyperlink will take you to the Almyta updates web page. If there are new updates, the web page will show them. You can download them into the Almyta folder on your computer, usually C:\Program Files\Almyta.9.

2.13 Files the System Uses

- amcsd280.data – Almyta Control System v.2.8 data
- amcsd290.data – Almyta Control System v.2.9 data
- amcsc280.logic – Almyta Control System v. 2.8 program code
- amcsc290.logic – Almyta Control System v. 2.9 program code
- SYSTEM.MDW – System Security File

2.14 Hardware/Software Requirements

- Intel or AMD based PC
- 32MB of RAM or more
- 60MB free disk space or more
- 800 x 600 Screen Resolution or better
- Any Microsoft Windows except for old versions 3.x
- Local Area Network for Multi User Configurations

Chapter 3 - Lists

Before you begin using Almyta Control System, you must populate existing "lookup lists." These lists contain information that you use frequently and that is shared between different modules of the program. Once created, the lists facilitate consistent and rapid data entry as well as easy reference to information in your system. Lists appear in dropdown boxes throughout Almyta Control System.

3.1 Populating the Lists

To pre-populate the lists, follow these steps:

1. Select a heading from the main menu bar ("Inventory," "Purchasing," etc.). All lists appear in the bottom section of the dropdown menu.
2. Choose a list you would like to edit—for example, Inventory/Categories.
3. Click the "Add New" button.
4. Type the category description in the "Category Description" field.
5. If you would like this description to appear in the dropdown box whenever you have to categorize an item, check the "Use" box (it is checked by default).
6. If you would like a particular description to head the list in the dropdown box, check the List Top box.

Follow these same steps to populate all the lists you will be using. Some of the lists include more options or require more information than the Inventory Categories list does. Additional fields are included in the description of the various lists found below.

3.2 Inventory Lists

3.2.1 Category

The "Category" field is one way of classifying your inventory. For example, if your business makes pens, you may use "ballpoint," "felt tip," "gel writer," etc., as your categories. If this list is left blank, the category will be listed as "all" for your inventory items.

3.2.2 Center Codes

The center code is another way of classifying your inventory items, by cost center instead of category. Center codes are used for accounting purposes. For example, if you receive the same item from a number of sources, you can use the center code to track the source of each item for cost purposes. Many users of Almyta Control System choose to treat the center code as a secondary category list rather than as an accounting feature.

3.2.3 Inventory Adjustment Codes

Almyta Control System tracks each inventory item through negative and positive adjustment codes. Both the positive adjustments (receipts) and negative adjustments (issues) can be viewed at any time on the screen as well as in a report. Negative adjustments—for example, "Transfer to Other Warehouse" or "Warehouse Shipping Order"—represent any instance when an item is being taken out of current inventory. Positive adjustments—for example, "Returned from Rework"—represent any instance when an item is entering current inventory. When creating the "Adjustment Codes" lists, check the "Use in Calculations" box if you wish for this adjustment code to be used in the system calculations.

3.2.4 Package Types

This list contains the different sorts of packages in which you store your inventory—for example, boxes, cans, and barrels. Package type is a reference-only list. It is not used in any calculations but indicates how items are packaged when they are received and shipped.

3.2.5 Units of Measure

This list contains the units you use to measure your inventory—for example, yards, feet, pounds, and ounces. Almyta Control System will also allow an item to be inventoried as feet but ordered in yards. Once

you have entered the conversion factors of different units in this list, Almyta Control System will be able to convert units of measure automatically. See Chapter 5—Inventory for more information on how these are used.

3.2.6 Repair Process Points

This list is necessary only if you will be using repair orders in Almyta Control System. In addition to "Use" and "List Top" options, you may select "Log Event" if you wish for the event to be recorded in the history log of the item.

3.2.7 Inventory Locations

This list allows you to get full use of all your warehouse space by tracking the locations and their contents. After entering the location ID, enter a description in the "Description" field and select "Hold" if you wish for items in this location to always be on hold. If using multiple warehouses enter the physical locations for each warehouse.

3.3 Purchasing Lists

3.3.1 Suppliers

Information about your suppliers, their addresses, and payment terms is contained in this list.

3.3.2 Ship Via

Depending upon your individual operation, ship via can mean two things to you. This list is primarily used for the type of transportation: railcar, truck, or overseas container. You may add specific carriers for shipping purposes under "Carriers" (found under "Shipping" in the main menu bar).

Shipping manifests, or bills of lading, are available at http://systems.almyta.com as custom add-ins.

3.3.3 Payment Terms

The "Payment Terms" list contains information regarding discounts and payment deadlines. Enter the term of payment in the "Term" field and the number of days in which the order must be paid in the "Days" field. In the "Disc. Days" field, enter the number of days a discount will be available to you if you pay early. Enter the amount of the available discount in the "Discount %" field.

3.3.4 Suppliers' Catalog

The "Suppliers' Catalog" list should be populated with the suppliers from whom items are bought and the items that are bought from them. It also contains lead-time, price, and the supplier's unique item number. Setting up the suppliers' catalog is optional. It is very useful to set this up if your item ID number differs from the number assigned to the same item by your supplier. Keep in mind that before you set up your suppliers' catalog, you must set up your "Item Master" List (Inventory/Item Master List) and your "Suppliers" List (Purchasing/Suppliers) by entering into those lists, respectively, the kind of items you deal with and the suppliers you buy from.

You can access this catalog from a few locations in Almyta Control System. The route you take to access the catalog will alter the information that is displayed.

From the main menu bar, select "Purchasing" and "Supplier Catalog." This route will display the full catalog. From the Item Master List, click the White Page button next to the Supplier field. This will display only the entry in the supplier catalog for the item on the master list that you are viewing.

If you are creating a new purchase order, after specifying a supplier, you can click the notebook icon next to the "Supplier" field. This will display all entries in the supplier catalog that come from the supplier you selected on the order.

3.3.5 Supplier's Term Agreements

Term Agreements or contracts go to this list. If you have a commitment to buy part A from supplier Z, add a record to this list, enter the term number (T) and description, select supplier Z in the list, and specify an expiration date. In the Supplier Catalog create a new record. Select supplier Z, part A, Terms T. This will allow generation of correct purchase orders.

3.4 Work Order System Lists

The "Work Order Types" list is used to store descriptions that will be attached to work orders describing the work that is to be done.

3.5 Shipping Lists

3.5.1 Carriers

A carrier in Almyta Control System is the name of the company carrying the freight, regardless the type of transportation. Be sure to complete the "Type" field so that the carrier will appear as an option when shipping. A carrier's type indicates which transportation method ("ship via") the carrier uses.

3.5.2 Customers/Contacts

You can store the names and addresses of your customers in this list. You need to add each address that you will bill or ship to in this list. Once you have added all the addresses, you can link certain bill to and ship to addresses. At the bottom of the "Customer Header" tab of the "Customers/Contacts" list are the words "This address is a 'Ship to' location of this company (Bill to).'" In the dropdown box to the right, select a billing address that corresponds with the shipping address you have just entered. Keep in mind that only addresses that you have already entered in the "Customers/Contacts" list will appear in the dropdown box. It is possible that one billing address will be linked with more than one shipping address. If this is the case, when you complete a shipping order, all the shipping addresses linked with the billing address that you enter will appear in the dropdown box as options; however, only the shipping addresses for the particular company will appear. If you choose not to link billing and shipping addresses, all the addresses that you enter on the "Customers/Contacts" list will appear as possible shipping addresses in the "Shipping Order" dropdown box.

3.5.3 Ship Via

This is the same list as that under "Purchasing" (entered earlier). The types of transportation from the "Purchasing/Ship Via" list will already be under "Shipping." If you need additional types for outgoing transportation, use the procedure already listed for creating lists to add more options to the "Ship Via" list.

3.6 System Related Lists

The system-related lists are found under "System Related Lists" under "System" on the main menu bar.

3.6.1 Entering Your Company Information and Warehouses

Under "[your company name] Information," you can add as many addresses for your company as you need. There are four check boxes on the right side of the screen: "'Bill To' Address," "'Ship To' Address," "This Location," and "Warehouse." You can use the boxes to set certain addresses as default addresses for certain fields. For example, if you mark one address as your billing address, this address will automatically appear on forms as your company's billing address. (Keep in mind that you can always edit this on a particular form if necessary). If you only have one location, check all options. If you are using the "Multiple Warehouse" feature of Almyta Control System, you will need to enter all of your warehouses in this list.

3.6.2 Adding Fiscal Months

On this screen, you can add fiscal months if necessary. You can also overwrite any date or quarter on the screen if you need to change information.

3.6.3 Default Memos

You can enter various memos into Almyta Control System so they will always appear and print on your supplier information, purchase orders, customer information, invoices, and shipping orders. After entering your memo, choose which areas of the system you want the memo to apply to. For example, if the memo pertains only to shipping matters, choose shipping. If you want to be able to attach the memo to any form, select all of the areas listed.

3.6.4 Warranty Policies

If an inventory item that your operation will be making or distributing is to have a warranty, you can input information about the warranty in list form. Be sure to make the identification one that will be recognized because the policy ID will be what shows on the Item Master List.

3.6.5 Line of Business

Almyta Control System allows you to store a list of customers and their lines of business. This reference can then be included on the shipping order.

3.6.7 Sales Taxes

This list stores the sales taxes that pertain in the various locations that you ship to/buy from.

3.7 Using a Dropdown box

Follow these procedures to make a selection from the dropdown box:

1. Click the down arrow located on the right of the field that you want to place a value in. The dropdown box displays.
2. If the list is more than a few items long, there will be arrowheads located within the scroll bar on the right side of the dropdown box. Click on the arrowheads to scroll up and down within the dropdown box.
3. Left click an item from the dropdown box to enter it into the field.

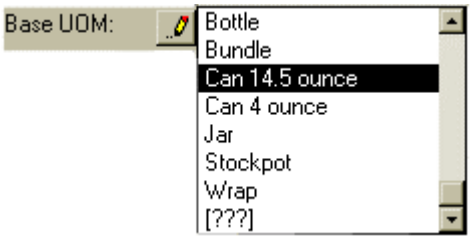


Figure 3.1 - Using a Dropdown Box

3.8 Reports

You can print your complete list by selecting “Lists” under “Reports” on the main menu bar and selecting a list from the dropdown menu that appears. See Chapter 14—Reports for more information on the reports available in Almyta Control System.

Chapter 4 - Administrative Tools

Most of the functions listed on the "Administrative Tools" menu make global changes to your system and help maintain your system. Use these functions with care. Most of the changes are easy to implement but difficult to undo. The "Administrative Tools" menu is located under "System" on the main menu bar.

4.1 System Options

Use this screen to set several conventions that you will use throughout your system. Access these features by selecting "System" on the main menu bar, then selecting "Administrative Tools," and finally "Options." There are 12 tabs with data collection screens located on this screen. Click on the tab to display its associated data collection screen. Each screen is described below. After you have completed all data entry on this screen, there are three ways to exit the "Options" screen and return to Almyta Control System:

- Click the "Apply" button to implement your changes and keep the "Options" screen open.
- Click the "OK" button to implement your changes and close the "Options" screen.
- Click the "Cancel" button to delete any changes and revert back to all values in place before you opened the "Options" screen. The "Options" screen closes.

4.1.1 Numbers Tab

Use this tab to change numbering and naming conventions that will be used throughout Almyta Control System. Almyta Control System is preloaded with default numbering conventions. You can use these or create your own. The following numbering formats are defined here. Please note that you define asset numbers on the "Assets" tab located within the "Options" screen. This "Numbers" tab allows you to change the numbering of purchase orders, shipping orders, work orders, manifests, serials, inventory items, invoices, appointments, and repair orders.

The screen has two parts. In the first column you type in the numbering format that you wish to display within your system; we call this the numbering style. The default in Almyta Control System for purchase orders is the letter "P" followed by six number signs. The number signs represent six numbers. The second column contains the actual numeric with which you wish to begin. So if the number in the second column for purchase orders is 123, the next purchase order created will have a number of P000123. If you leave the space blank in the "Next No:" field, Almyta Control System will begin numbering with zero.

When you are choosing a numbering style (placed in the left column) keep the following tips in mind:

- Almyta Control System stores a lot of different numbers. It is a good idea to use identifiers to differentiate between them. You do this by adding prefixes and/or suffixes to the actual number. For example, you may wish all purchase orders to begin with the letter P and a hyphen (P-12345) and all work orders to begin with the letter W and a hyphen (W-12345).
- Don't forget that you can also add a suffix identifier to the back of the number.
- After you choose your identifiers, type them into the appropriate spaces, being sure to include the pound sign (#) where you would like the actual number to display.
- If you would like to enter your own number each time a form is created, enter "-1" in the "Next No:" field for the form you wish to custom number. The style will be ignored by the system if it sees the "-1."

4.1.2 Workstation Tab

This tab collects information about each workstation. Every workstation running Almyta Control System needs to be uniquely identified to the System.

- "Workstation Name:" Type in a unique identifier. There are no limitations or naming conventions.
- "Workstation Location:" Use the down arrow to select the physical location of this workstation.
- "Workstation Configuration:" See Chapter 16—Customizing in this manual for particulars about this selection.
- "Show Tip Buttons on Screens:" If you check this option, light bulbs will display throughout the system. You can click on these to show tips.

4.1.3 System Tab

This tab collects system information in the following fields:

- "Shared Data Folder:" This display-only field automatically fills with the name of the folder that contains Almyta Control System data that is shared across your network.
- "Local Data Folder:" This display-only field automatically fills with the name of the folder that contains Almyta Control System data and resides solely on each workstation.
- "Application Name:" This field is the same as the "Company Name" field that appeared when you installed Almyta Control System. You can change this at any time. It appears in the blue title bar of the application at the top of the screen.
- "Committed Quantities:" Use this field to determine how you want Almyta Control System to count inventory items that were committed via work orders and/or shipping orders:
    - "Do not count committed:" This tells Almyta Control System not to decrease the available quantity until the item or part is actually used or shipped.
    - "Only shipping orders:" This tells Almyta Control System to decrease the available quantity for any item(s) that is issued through a shipping order. Any part issued through a work order will not affect the available count.
    - "Only work orders:" This tells Almyta Control System to decrease the available quantity for any part(s) that is issued through a work order. Any item issued through a shipping order will not affect the available count.
    - "Work orders and shipping orders:" This tells Almyta Control System to decrease the available quantity for any item(s) or part(s) that is issued either through a work order or a shipping order.
- "Decimals in Currency:" This field allows you to designate how many decimal places (up to four) Almyta Control System will display when calculating amounts of money. To change how many decimal places show up on your screens throughout the application, you will have to change your WindowsTM settings. Go to your Control Panel to make this change.
- "Measure [Fill to] and [Reorder at] in:" Use the drop box in this field to choose between "Units," "Days of Demand," and "Months of Demand." This choice impacts the reorder reports.

At the bottom of the screen are several boxes with additional system options. Check them as they apply.

- "One Supplier per Customer:" This option allows you to assign one specific supplier to one customer.
- "Support Multiple Warehouses:" When this feature is turned on, you can have multiple warehouses in the same system.
- "Confirm Warehouse Each Time:" This feature is used when multiple warehouses is turned on. If this feature is on, each transaction will require you to select the warehouse you are working in. If this feature is turned off, you will select a warehouse once when logging in. All transactions will take place in this warehouse until you manually select a new warehouse.
- "Warning System:" This feature is used with your customers in Almyta Control System. It permits you to place warnings on customer accounts so each time they are used on a shipping order, the order entry person will see this message. It also permits you to block a customer from future shipments.
- "Allow temporary item IDs:" This option allows you to assign a temporary ID when entering a purchase order. This will speed up the process when an item does not yet exist in the Item Master List but you need a purchase order number immediately. Note: You will not be able to receive this until you assign an item ID to it.

- "Discont. Items in Stock:" This option allows you to discontinue item IDs that still have stock in your warehouse. You cannot delete item IDs if you have stock but you will be able to remove them from active status.
- "Email:" This is for those who have Almyta Control System set up to send emails. See your system administrator for assistance.
- "Force tax recalculation:" This option will cause Almyta Control System to automatically recalculate the taxes when an order has been changed.
- "Currency Conversions:" This option allows you to use different currencies on shipping orders. It is a list you must populate and update.
- "Sales Tax Two:" This option allows you to use two sales taxes in your shipping and purchase orders.
- "Default additional units to standard ones:" Selecting this option directs Almyta Control System to automatically convert received items from the unit of measure that a supplier uses to the unit of measure your company uses. For example, if you distribute a product in ounces but can only purchase it in pounds, Almyta Control System will automatically convert the pounds to ounces upon delivery of the product. If you do not select this option, measurements in your inventory will remain in the unit of measure used by the supplier.

4.1.4 Defaults Tab

This tab lets you set standard defaults for information collected in fields throughout Almyta Control System. This helps reduce the number of data entry mistakes. Select the "System Defaults" tab. The selections for system defaults are selections you entered in the lists in previous steps. These system defaults can be changed at any time in the future. There can be no blanks in the system default lists.

1. Select a receiving spot. When you receive an inventory item, the system will automatically locate it at this location unless you specify a different location in the receive process. (A popular receiving spot example is "DOCK.")
2. Select a package to which you always want the inventory item master to default.
3. Select a unit of measure to which you always want the inventory item master to default.
4. Select a payment term to which new purchase orders should default.
5. Select a ship via method to which purchasing suppliers and shipping should default.
6. Select one of the four options for PO supplier part. This selection is for the "Purchase Order Supplier Part" fields. This field allows you to assign a supplier item ID to your item IDs. Then, when you create a purchase order, the system will automatically list the supplier part number that corresponds with your item ID to facilitate communication with your supplier.
    - "Supplier Catalog, My Item ID" will consider the supplier part number to be your item ID if the supplier catalog does not contain another ID for this item.
    - "Supplier Catalog, Manufacturer/Model, My Item ID" will first check the supplier catalog for this item, if it does not have a supplier part number in there, the system will then go to the "Manufacturer/Model Number" field on the Item Master List. If there is no manufacturer/model number for the item, it will simply use your item ID for the supplier part number on your purchase order.
    - "Manufacturer/Model, Supplier Part, My Item ID" will first look for a supplier part number in the "Manufacturer/Model Number" field. If there is none, it will check the supplier catalog. If there is not an ID there either, it will use your item ID.
    - "Manufacturer/Model, My Item ID" will use the manufacturer/model if there is one. If this field is blank, it will use your item ID.

4.1.5 Assets Tab

Use this tab to collect asset numbering and naming conventions that will be used throughout Almyta Control System. Almyta Control System is preloaded with default naming conventions. You can use these or create your own. Naming conventions can be changed at any time. For more information about naming and numbering, refer to the Numbers section above. However, asset tag numbers are automatically assigned

when receiving. You can change the format (style) of the number to suit your needs, but you cannot assign your own unique sequence when receiving.

- "Asset Type Depreciation Defaults"—select two formulas to serve as your default methods of calculating asset depreciation. For more information on the formulas, see section 13.7.
- "Hide lookup lists for assets" (for bigger databases)—this option is useful if you have a very large database of assets. It will require you to enter asset ID numbers manually but will save you the trouble of scrolling through a lengthy listing of assets.

4.1.6 BOM/Work Orders Tab

This tab collects information about the bill of materials component of Almyta Control System.

- "Maximum levels:" This field allows you to specify the maximum number of assembly levels that can be used when creating kits and assembling finished items. For example, entering "2" in this field will allow two levels of assembly. You will be able to create an assembly kit that is composed of items that also need to be assembled. However, you will not be allowed to add a third level and use the finished kit to assemble yet another product. See Chapter 10—Work Orders for more information on assembling a kit or finished product.
- "Chemistry sheets:" This option allows you to create chemistry sheets for your bill of materials. When activated (checked) you can access the chemistry sheet for a kitted item by going to the item in the "Inventory Items Master List" and clicking the "Components" button. You will see the "Chemistry" button on the bottom of the screen.
- "Create chemistry record using default:" This option allows you to use our default chemistry sheet.
- "Back Orders for Work Orders:" Back orders have three options:
- "Offer to create a new order:" The system will flag you when you issue a partial order to make a new order. This new order will be an extension of the original order. If the order number is 123456, the backordered items will appear on order number 123456:2.
- "Do not make back orders:" Back orders will be ignored by the system and the system will not offer to have any further action taken. The work order will be considered completed when any parts are issued.
- "Silently create a new order:" This will automatically make a new work order as an extension of the original order without notifying you.
- "B.O. Separator:" This field allows you to specify what number will be used to designate a work order that is created because of a back order. For example, if you issue part of an order then choose to create a new work order for the items that are now on back order, the number that you enter into the "B.O. Separator" field will be affixed to the end of the new work order to indicate the back order. Thus, if you issued part of order W-100001, the new order that is created for the remaining items might be named W-100001-2. If you do not enter a number in the "B.O. Separator" field, it will default to "2."
- Note: When the system creates a new work order because of a back order it is creating a new order. When referencing completed orders, you will have to look for back orders as well to see the complete order.

4.1.7 Receiving Tab

This tab lets you change some of your receiving options.

- "Receiving Screen View:" There are a few different views you can select from for the "Receiving" screen. This will affect what fields you see when you go to this screen.
- "Allow User to Select Receiving Screen View:" This will allow you to permit your users to change this view themselves. If you do not select this, the "Receiving" screen will have the view you selected above for all users.
- "When receiving against a PO or Appointment do not populate receiving screen:" When a purchase order is received in Almyta Control System, it will automatically take the items from the PO and place them on the receiving screen. If you would rather have your users enter what is being received, click this box.

- "Assist in Serial Number Assignment. Enter the first number and get the rest populated:" If you have serialized items and will be receiving them in a range, you can use this option. It allows you to enter the first serial number, hit "Enter," and all other numbers will be assigned sequentially.
- "Fulfill Shipping Orders on Receipt:" When you receive an item that has a shipping order waiting for it, you can select this option and ship it directly from the "Receive" screen.

4.1.8 Shipping/Issues Tab

This tab configures different aspects of your Shipping module. Select those that apply:

- "Issue Screen View:" This allows you to change the fields on the "Issuing" screen that you view and into which you enter data.
- "Copy remarks into log files when loading:" This will allow any remarks you make for each item in "Line Item Notes" of the "Shipping Order Inventory Items" tab to archive as a remark to that unit when it is received.
- "Allow duplicate line items in shipping orders:" If you want to be able to have the same item ordered two or more times on an order, select this box.
- "Allow short issues:" This will allow you to ship a partial order.
- "Check for duplicate process numbers:" Check this box to be sure that the "Process No." field on a shipping order does not have a value assigned to another order.
- "Archive units when issued:" IMPORTANT—If you need to track your shipments, use repair orders, or cancel a shipment after it has been issued, you Need to check this!
- "Support for kits when shipping:" This allows you to ship a kit versus an assembled item. There will be a "Kit" field into which you enter the assembly item ID, then the components will populate as line items. These components will be removed from inventory when the order is shipped. This is used instead of using a work order, which would create one final unit to be shipped on a shipping order instead of all the components appearing on the shipping order. If this is selected, you can use it for kits and also regular items that are not kits.
- "Use Line of Business Reference:" A customer can be assigned to a specific line of business when this is checked.
- "Back orders:" Back orders have three options:
    - "Offer to create a new shipping order": The system will flag you when a partial order is shipping to make a new order. This new order will be an extension of the original order. If the order number is 123456, the backordered items will appear on order number 123456:2.
    - "Do not make shipping back orders:" Shipping back orders will be ignored by the system and not offer to have any further action.
    - "Silently create a new shipping order:" This will automatically make a new shipping order as an extension of the original order without notifying you.
- "B.O. Separator:" This field allows you to specify what number will be used to designate a shipping order that is created because of a back order. For example, if you ship part of an order then choose to create a new shipping order for the items that are now on back order, the number that you enter into the "B.O. Separator" field will be affixed to the end of the new shipping order to indicate the back order. Thus, if you shipped part of order S-1001, the new order that is created for the remaining items might be named S-1001-2. If you do not enter a number in the "B.O. Separator" field, it will default to "2."
- "Loading Scheme:" The setting for a scheme affects both shipping orders and direct issues. When you ship the order or do a direct issue there are a few ways the system can handle issues for you:
    - "Office specifies preferred pick up location:" On the "Line Items" tab of the shipping order, the order entry person can designate what location to pull the items from when this selection is chosen in the "Pick from" location on the shipping order.
    - "Serial/Lot numbers from lowest to highest:" When this scheme is selected, the system will start with the lowest serial number and progress toward the highest when loading an order.
    - "Undefined:" This option will try and load inventory for you based on locations only, not on age of product or serial number. If the item is stored in more than one location, you will have to select this yourself.

    - "Warehouse decides:" This selection will require that the warehouse manually select which units are shipped with each order.
- "Ship to/ Bill to unlinked:" Check this box if you will be shipping and billing to different addresses for a single shipment.
- "Require approval to issue part:" This is a security setting. When security is turned on you can allow only certain employees to approve a shipping order.
- "Show contact names:" Almyta Control System allows you to differentiate between customers and contacts, or prospective customers. Choosing this option causes the names of your contacts to appear in dropdown boxes that contain the list of your customers.
- "Units/Packages Recalculations:" These four options allow you to designate how Almyta Control System will calculate your units of measure.
- "Do not fulfill [ShipDate]-[Today] >:" This allows you to designate a maximum number of days in advance of the ship date that items can be fulfilled. For example, if you have entered "4" in this field, an item with a ship date of March 30 cannot be shipped until March 26 at the earliest. On March 26, the item can be shipped because the ship date (30) minus today (26) is not greater than 4.
- "Email notifications:" This feature is only available as an add-on. Contact your system administrator for assistance.

4.1.9 Repair Orders Tab

This tab will set up your defaults for using repairs orders. These choices are from your "Repair Process Points" list. There are three choices:

- "Screen startup filter default:" When you open repair orders, this status of orders will be available.
- "Create new order with this status:" When you create a new repair order, it will assign this status to it.
- "Order complete status:" This will represent when a repair order is complete.

4.1.10 Logos Tab

If you have imported your company's logo into Almyta Control System, this tab enables you to chose which logo(s) you want to appear on reports, purchase orders, packing lists, shipping order invoices, and service invoices (work orders). If you do not select your logo in the appropriate reports, it will not appear on the report. See Chapter 16—Customizing for information on customizing Almyta Control System.

4.1.11 Data Access Tab

The settings on this tab are used to adapt Almyta Control System to your specific network. The various options are briefly explained below.

- The "Number of Update Retries" and the "Update Retry Interval" govern the system's response to a record that is locked because another user is updating it.
- The "ODBC Refresh Interval" and the "Refresh Interval" set up a screen refresh cycle that dictates the frequency with which Almyta Control System automatically refreshes screen data.
- Almyta recommends choosing "No Locks" as the "Default Record Locking" setting.

4.1.12 Purchasing Tab

This tab lets you change some of your purchasing options.

- "Copy P.O. Line Items into remarks:" Clicking this option will copy the purchase order line item into the remarks that appear with the item's unit detail on the Item Master List. The remark remains with the item for its whole life cycle.
- "Unlink Purchasing from Inventory:" Unlinking the Purchasing and Inventory modules allows you to enter purchase orders and complete them without the inventory being received into the database. This

provides you with a point of reference for orders without creating new stock for them. Additionally, this allows purchasing to be used for the printed order only if desired.

- "Filter Inventory by selected supplier:" Checking this option affects the inventory choices that appear on the purchase order. If you select to filter inventory by supplier, once you choose a supplier on the order header, only items that you receive from that supplier will appear in the dropdown box on the "Inventory Items" tab.
- "Hide deliveries tab on P.O. screen:" Setting the "Purchase Order" screen to display the "Deliveries" tab enables you to schedule items on the same purchase order to be delivered in several installments; this setting is particularly useful when making blanket purchase orders.
- "Allow direct shipments to customer:" This option allows you to ship backordered items directly from the "Receive" screen, rather than moving them into inventory and then shipping them.
- "Allow duplicate items:" This option will allow you to order the same item ID on a single purchase order or warehouse appointment more than once. This may be needed on a purchase order, for example, when you get the first 100 of an item at one cost and the next 100 is a different price. To show the correct cost for the items, you will need to list this as two separate line items. On an appointment, you can use this when entering an appointment for an item that has a unique serial number for each unit.
- "Do not split line items in receiving:" This option prevents the splitting of line items when they are received. For example, if you receive a line item that contains 10 units of a product, Almyta Control System will prompt you to split this line item so that a unique serial number can be assigned to each unit. However, if you choose this option, Almyta Control System will no longer prompt you to split lots when they are received.
- "Multilevel PO Approval:" This is a security function that allows you to require more than one level of approval for a purchase order.
- "Order in multiples of:" This field allows you to define order quantities based on the number of items in the economic order or the number of items in a package.
- "Print P.O. on:" This option allows you to specify a type of paper on which to print purchase orders.

4.2 Documents Assignment

Use this screen to assign forms to your printed documents. All forms are preset. Access these features by performing the following steps:

1. From the main menu bar select "System."
2. Select "Administrative Tools."
3. Select "Document & Screen Assignment."
4. Choose a document or screen from the "Document Type" column.
5. From the dropdown box under "Available Documents," choose a document or screen format.
6. After you have completed all data entry, exit the screen and return to Almyta Control System by clicking the "Exit" button to accept your changes.

Documents assignment will also be used when a custom form is added to the system. For example, if we make a custom purchase order for you, you will have to add this custom add-in to your system. Then you will have to select it under "Documents Assignment" so it will always print as your purchase order.

4.3 Utilities

This screen has a few options. Selecting the option's corresponding radio button and clicking the Run button executes the option.

4.3.1 Purge Data

Use this function to purge data records. You can either purge data between calendar dates of your choosing or purge an entire list.

It is important to understand that you cannot purge records that are tied to records that are not being purged. For example, you cannot purge a supplier that has purchase orders outstanding to them. We stress that you should back up your Almyta Control System files prior to doing this!

Please note that a purge is a physical deletion from your disk. You cannot reverse the purge. Once data is gone, it cannot be retrieved.

Follow these steps to purge files from your database:

1. From the main menu bar select "System." A pop up box displays.
2. Select "Administrative Tools." A pop up box displays.
3. Select "Purge Files." The "Purge Data Files" screen displays.
4. If you wish to purge an entire list(s), click on the box adjacent to the list you wish to purge. If you with to purge by date, type a date into the "Older than" box in MM/DD/YY format.
5. Click the "Purge" button.
6. Type in the password. The password is specific to this operation and is not your user ID or password. The password can be obtained from either your system administrator or the software vendor.
7. Click "OK" to complete the purge.

4.3.2 View Object References

This option is needed for support. It lists all modules and versions Almyta Control System is using.

4.3.3 Import/Export Custom reports

This option is used to install custom reports. Don't confuse custom reports with add-ins. Custom reports are accessed from the Reports/Configurable Reports menu.

4.4 Security

There are three options on this screen.

4.4.1 Transfer Security

Transfer security allows you to transfer group permissions between Almyta Control System companies. For example, if you have two companies A and B, you have done an object permission setup for company A, and want to apply it to company B, use this option. Open company B, go to this option, and browse for folder #A#. There should be a file named amcsc280.logic or amcsc290.logic in that folder. Select it and your security will be applied to company B.

4.4.2 User and Group Permissions

Use this option to set up access permissions to Almyta Control System screens and reports. See Chapter 18—Security for detailed explanations.

4.4.3 User and Group Accounts

Use this option to specify logins and groups for Almyta Control System. See Chapter 18—Security for detailed explanations.

4.5 Fix Data Discrepancies

There are a few screens where you can see the following totals for the inventory items: In Stock, On Hold, Committed, and On Order. Almyta Control System maintains the totals automatically all of the time to speed up report running and screen record fetching. "Fix data discrepancies" runs though the entire database and recalculates the totals. This function is needed because there are ways in Almyta Control System to modify the totals manually. If you had modified some of the totals or individual quantities, you would probably need this function to recalculate the totals.

4.5.1 Reset On Order Quantities

Running this function will update the count contained within the "On Order" field based on purchase orders entered since the last time the function was run.

4.5.2 Reset Committed Quantities

Running this function will update the count contained within the "Committed" field based on shipping and/or work orders entered since the last time the function was run.

4.5.3 Reset OnHand/OnHold Quantities

Running this function will update the count contained within the “On Hand” and “On Hold” fields based on shipping and/or work orders entered since the last time the function was run.

4.5.4 Recalculate Material Cost (BOM)

Running this function will recalculate assembly costs based on the bill of material.

4.6 Repair and Compact the Database

You can use this utility to attempt to repair a database that is not working properly. This can occur if Almyta Control System was closed improperly because of user error, a power outage, or a computer hardware problem. It will also defragment and free up disk space. Follow these steps to repair and compact a database:

7. Ensure that the database you want to repair is closed before you run this function. If you are using Almyta Control System on a network, all users must log off Almyta Control System.
8. From the main menu bar select “System” and “Administrative Tools.”
9. Select “Repair and Compact Database.”
10. Select “Yes” if you wish to repair and compact the database or select “No” to only repair the database. You will see a box appear in the left upper corner of the screen to indicate that the utility is in progress.

All users must stay logged off until the utility is complete.

4.7 Logged On Users

Shows the users currently logged onto Almyta Control System and what files they are using.

4.8 Show All Screen Fields

There are some extra fields that remain hidden until you use this function. If you want to use the extra fields, open a screen, select this function, right-click on the field, and select Customize from a popup menu. Change field name and attributes. Reopen the screen for your changes to take permanent effect. To restore an original name and attributes, use Remove This Field Customization on the Field Customization/Translation screen.

Chapter 5 - Inventory

The Inventory module of Almyta Control System lets you easily adjust and track all stored items whether they are assets or inventory items. It also lets you perform tasks online that have traditionally been done on paper such as inventory adjustments (cycle counts), recording locations information, inventory issue, aging, FIFO–LIFO, setting predetermined locations, lot/serial number tracking, and maintaining multiple virtual warehouses in one physical warehouse. Additionally, using the Inventory module, you can measure inventory use through inventory adjustments, items issued, and work orders.

The following functions are available within the Inventory module:

- Add a new inventory item
- Edit an existing inventory item
- Discontinue or permanently delete an existing inventory item
- Rest
- View item history or a discontinued item
- Browse an inventory item
- Receive an existing inventory item
- Locate and move existing inventory items
- Issue an inventory item
- Use repair orders
- View item history

5.1 Inventory Lists

Before you can begin using the Inventory module, it is necessary to create lists of information such as adjustment codes, categories of inventory, and inventory locations. Please refer to section 3.2 for information on setting up your inventory lists. The “Unit of Measure” list is detailed later in this chapter.

5.2 The Inventory Items Master List Screen

The “Inventory Items Master List” screen is where you will store all of the individual details of each item in your inventory such as category, price, cost, monthly demand, and much more. Entering correct data here is extremely important, as this data will be used throughout the entire Almyta Control System. The “Inventory Items Master List” screen, like most main system screens, is divided into five tabs to store your information. To access Almyta Control System's “Inventory Items Master List” screen, go to the main menu bar, select “Inventory,” and then select “Item Master List.”

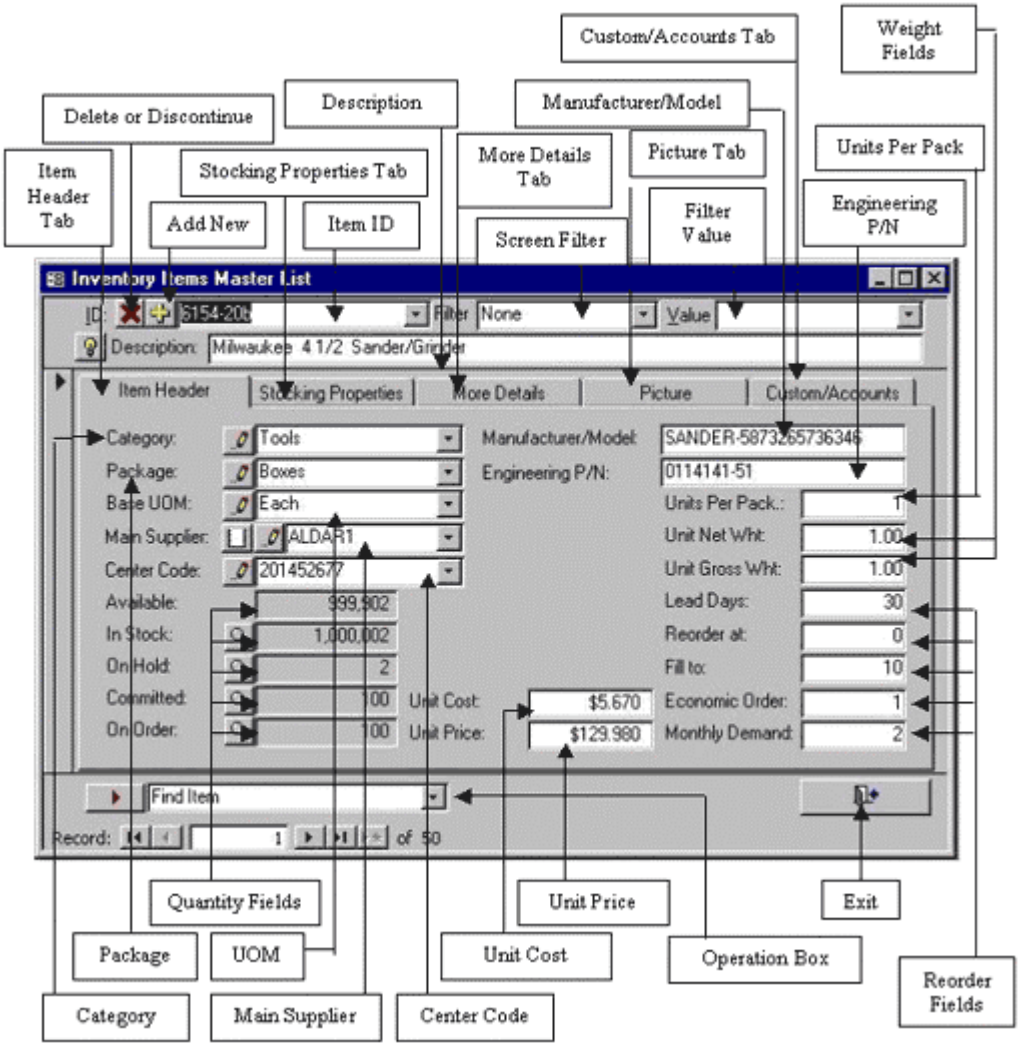


Figure 5.1 – Inventory Items Master List Screen

Label	Description
Item Header Tab	The "Item Header" tab is the default tab that opens when you go to this screen. Typically this tab stores all the basic characteristics of the item.
Delete or Discontinue	To discontinue or permanently delete an item ID, click this button. The system requires you to confirm your choice after clicking this button.
Add New	To add a new inventory item to the list, click this button. The system will create a new item ID for you or you will be asked to type one in. This depends upon your setting in the "Administrative Tools/Options" screen. See the "Numbers" heading of section 4.1 for more information on numbering in Almyta Control System.
Stocking Properties Tab	The "Stocking Properties" tab contains all information related to how you plan to store the item in the system. See Figure 5.2.
Description	The "Description" field is an alphanumeric text entry field that holds a detailed description of your item.
Item ID	The item ID is the key field on this screen. It is the identifier of the inventory item you are viewing on the screen. This field cannot contain duplicates. It can be up to 30 characters in length.

More Details Tab	The "More Details" tab provides a large text entry field in which to store all additional information about your item as well as additional fields that you can customize if necessary. Also on this tab, you will see four date field tabs that show you when a record was created, when it was last modified, when the price was modified, and when the cost was modified. These fields cannot be modified; Almyta Control System maintains this information.
Screen Filter	Filters are ways of separating data based on a value you select in this field. You can filter by category, supplier, buy, make, sell, and status. On this screen, once you select how you are going to filter, you may need to enter a value in the "Value" field. The two filters that require values are category and supplier. This means if you want to filter by category, select category in the "Filter" field. Then move to the "Value" field and select a name by which to filter.
Manufacturer/ Model	This field contains the manufacturer or model number for an inventory item. It is an alphanumeric text entry field.
Custom/Accounts	This tab will appear only if it is turned on in the system settings (see the "Workstation Tab" heading of section 4.1). It can be used hold any additional information about the inventory item that you wish to record. Also, it has three "Journal Accounts" fields that are used only if you are using Almyta Control System with an accounting interface. Please refer to Chapter 16—Customizing for more information about this option.
Picture	The system allows you to store a bitmapped picture of your item. Simply scan the picture into your PC (or use a digital camera) and save it as a .bmp file. Then copy and paste it into this screen.
Units Per Pack	This field works with your "Unit of Measure" field. If you count your inventory items as one case per inventory unit but a case actually contains 24 of the inventory item, you can type in that the case has 24 units per pack. This way the system stores it as one but can show that there are actually 24.
Filter Value	The "Value" field is related to the "Filter" field. When the filter is set to "Category" or "Supplier," the categories or suppliers will appear in the "Value" list box. Select which supplier or category you are filtering by in this field to see only items pertaining to that specified value.
Engineering P/N	The engineering part number is a text entry field. However, this field cannot have a duplicate value. No two items in your Item Master List can have the same engineering part number.
Weight	The two weight fields are gross and net weight. Enter the weights that apply in these fields.
Category	This field is a list box field. You populate the list and select from the list for each item. This field is used to classify your inventory items.
Package	The package is the way the unit is presented. A typical package is a box, carton, or skid. This field is for reference and will appear on the shipping order. It is a list box that you have to populate.
UOM	This list box refers to how you are counting your items. "Each" is how most parts are counted, but some may be counted as a case, a gallon, or other measures.
Quantity Fields	"Available" is the amount of stock on hand that is not committed or on hold. "In Stock" is the total number of units in your warehouse regardless of committed or on hold status. "On Hold" is the amount of units in a hold location in your warehouse. "Committed" may include items needed for a shipping order or a work order. This setting in is "Administrative Tools/Options." See section 4.1 for more information. "On Order" is the amount of units on existing purchase orders. The "In Stock," "On Hold," "Committed," and "On Order" fields each have an icon with a magnifying glass on it. If you click these magnifying glasses, they will show you the items that fall into these categories. You can view the unit details for in stock items from this button.

Main Supplier	Main supplier is the supplier of the item. You can select a main supplier here and also order the product from a secondary supplier. If using the Purchasing Utilities to reorder your stock, the orders will be entered for the main supplier in this field for each item (see section 7.3).
Center Code	This list box field can be used to enter your accounting codes for inventory items. See section 3.2 for more information.
Unit Cost	The cost is how much money you paid for the inventory item. The cost that you enter in this field will be automatically assigned when you receive the item through a direct receive. When creating a purchase order for the item, this cost will serve as the default cost but you will be able to edit the order. Almyta Control System can accommodate up to four decimal places. See the "System Tab" heading of section 4.1 for information on changing your decimal place settings.
Unit Price	The price is what you charge your customers for the item on shipping orders. When you enter the item on a shipping order, the system pulls the cost from this field. You can edit the cost for each order as needed. When an item is direct issued out of inventory, the system does not assign a cost to it. A direct issue is not a sales order in the system.
Operation Box	This dropdown list box is filled with preset links to other screens relating to your inventory items. "Find Item" takes you to the "Inventory Search" screen. "Positive Adjustment History" shows all receipts for the inventory items on the Item Master List. "Negative Adjustment History" shows you all the units issued (shipped, direct issued, work orders, for any reason) for the item on the Item Master List. "Archived Units" shows you all the units issued but in more detail. This screen allows you to repair an item, view the unit history, and view unit detail. "Alternate Parts" take you to a screen where you can list the alternate part numbers for the item on the Item Master List. "Sub items (quick components view)" will show you a listing of the components used in this item (if is an assembly or kit). This view offers no functionality; you can only view the list. "Components (detail view/modify)" takes you to the screen to add all of your components for the item on the Item Master List, delete components, and modify them. "Copy this Record to a New One" allows you to copy all of the information from one item to another. "Quick Report" takes you to the Items Cost Summary Report. "Units By Warehouse" shows you all items in stock and what warehouse they reside in if you are using the multiple warehouse feature. "Quick Positive Adjustment" takes you to the "Direct Receiving" screen. "Quick Negative Adjustment" takes you to the "Direct Issue Screen."
Exit	Leave the "Item Master List" screen.
Reorder Fields	The reorder fields are fields you can populate so Almyta Control System can let you know when to reorder your inventory items and how much to order. "Leads Days" is the number of days it takes to receive the inventory item from your supplier. • "Reorder At" is your minimum inventory level for the item. When the in-stock quantity reaches this number, it will appear on the Items to Reorder Report. • "Fill To" is your maximum inventory level for the item. • "Economic Order" is the multiple your wish to order the items by. For example, if they are cheaper in sets of five, you should put five in this field. • "Monthly Demand" is your monthly usage for the past 12 months. Almyta Control System can calculate this or you can populate this field.

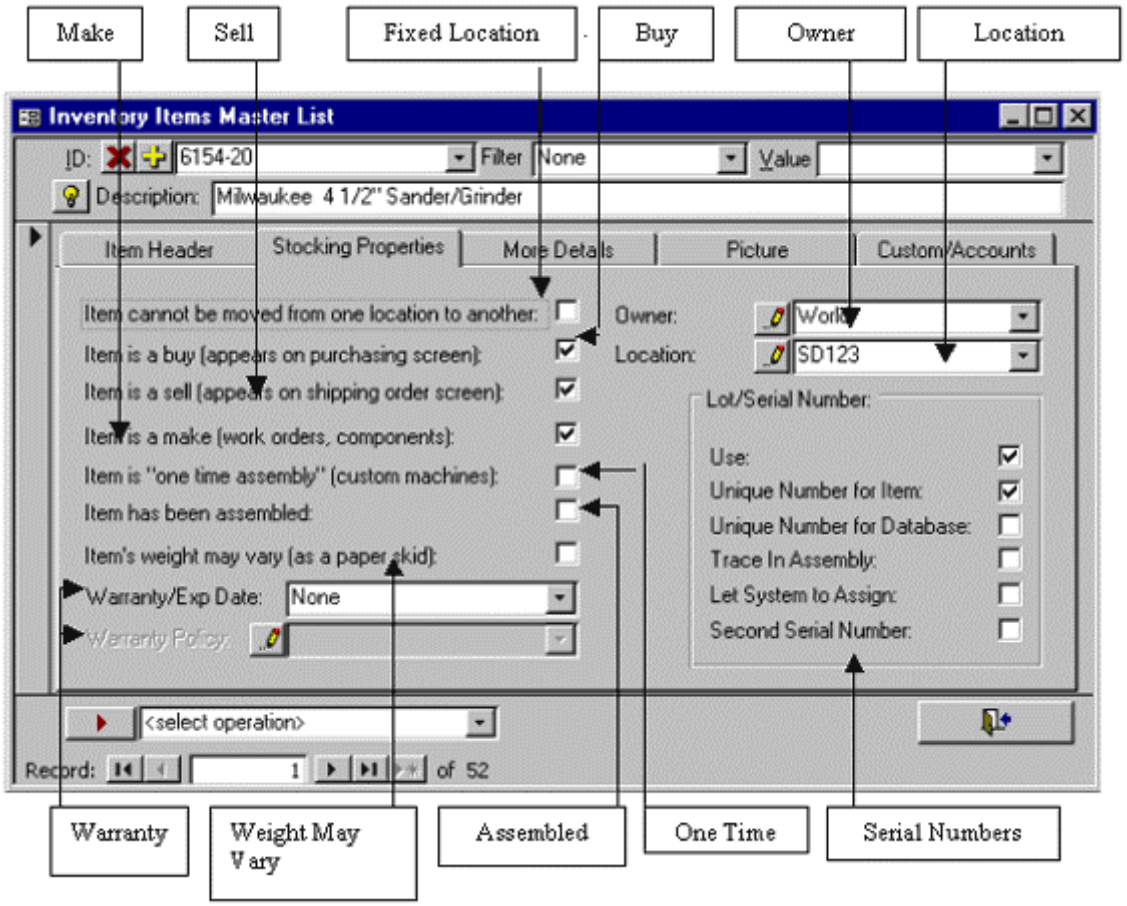


Figure 5.2 – Inventory Items Master List Screen, Stocking Properties Tab

Label	Description
Make	Placing a check mark in this box will enable this item to appear in the Work Orders module. "Work Orders" is used for assembling, kitting, etc. So if the item is a component, has components, or will be used in an assembly, you will need to check this.
Sell	Placing a check mark in this box will enable this item to be used in the Shipping module of Almyta Control System. By not checking this box, you will not be able to list this item on a customer order in "Shipping/Order Processing."
Buy	Placing a check mark in this box will enable this to be used in the Purchasing module of Almyta Control System. If you will not use this item on purchase orders, you do not have to check it.
Fixed Location	Placing a check mark in this box will automatically lock the item to the location you select at the right of this field. The item will be fixed to that specific location and will not be allowed in any other location. If you do not select this box, the item will default to the location you have in the location field but will be able to be moved anywhere in your warehouse.
Location	If you have checked the "Fixed Location" box, you can indicate a location in this field. If you have not chosen "Fixed Location," the item will default to this location but will be movable.
Weight May Vary	Placing a check mark in this box allows you to keep track of the amount loaded on a vehicle. This will prevent overloading shipments.

Warranty	The "Warranty/Exp. Date" field is a list box with preset values. Select one of four choices: none, expiration date required, expiration date options, or warranty applies. If a warranty applies, then the next list box will become available for you to select your warranty policy. You must compile your list before you can begin using this feature. See section 3.6 for more information.
Assembled	If an item comes into stock already assembled, click this box. This box will not be available for selection if the item is not selected as a "Make." It will be grayed out in this event.
Serial Numbers	If the item has a serial/lot number, check the "Use" box. Once this box is selected, the other five options become available for selection. "Unique Number for Item" will allow you to assign a number to the unit that can never be duplicated for that item ID. "Unique Number for Database" will allow you to assign a unique number for that unit that can never be duplicated in your entire database for an item ID. "Trace in Assembly" allows you to follow the item through the work order process.· "Let System Assign" will have the system assign a number for you instead of prompting you to enter one.· "Second Serial Number" lets you use two serial numbers for one unit in stock. Select one or as many of these as apply to your item ID.

5.3 Add a New Inventory Item ID

Follow these steps to add a new inventory item ID to the master list. You will use this procedure any time you need to add a new item ID to Almyta Control System. All item components, intermediate items, and finished items will have to be entered into the Item Master List as inventory items. For example, if you have an item that is being assembled, all parts that you wish to appear on the bill of materials must be inventory items.

1. From the main menu bar select "Inventory" and then select "Item Master List."
2. Click on the "Add New" button next to the "Item ID" field. Depending on your system settings, the system will either ask you to enter a new ID number or will assign one automatically. (See section 5.1 for information on numbering). The item ID is an alphanumeric "part number" that will be recognizable to you and your users.
3. Most information about the inventory item itself is located on the "Item Header" tab. See Figure 5.1 for an explanation of the fields on this screen.
4. Check the appropriate boxes on the "Stocking Properties" tab. See Figure 5.2 for information on this tab.
5. Under the "More Details" tab, add any other information about the item.
6. Under the "Picture" tab, you can add a picture of the item into Almyta Control System. The instructions for how to add a picture appear on the screen. Essentially, you copy and paste the bitmapped image (.bmp file) to Almyta Control System. You can later edit the picture by double clicking it. Keep in mind pictures will increase the size of the database quickly. If space is limited, you might not want to add pictures.
7. If you have added any custom fields to the Item Master List, enter the appropriate information on this tab. See section 16.2 for information about unhiding hidden custom fields on this screen.
8. When you have finished entering information about the item, save the new record.
9. To add another item, click the "Add New" button and repeat this procedure.

There may also be times when item IDs are very similar. They may have all the same characteristics with a different ID and description for example. You can use the "Copy To New" feature to add similar items. This prevents you from having to select and populate all the needed fields. To use "Copy To New" follow the steps below.

1. On the “Item Master List” find the item you wish to copy.
2. At the bottom left corner of the screen, in the “Select Operation” box, select “Copy To New.”
3. The system will prompt you to enter the new item ID.
4. The new item will display and you can make the necessary changes to the details of the item (like category, price, cost, etc.).

5.4 Edit an Existing Inventory Item

From time to time you will surely have to edit an item in your Item Master List. This is simple to do; however, **edit with care.** Before any record is saved you can undo a current field edit by pressing the <Esc> key. Second <Esc> will undo a current record. This is true for all screens. To make adjustments to an existing inventory item, follow these steps:

1. From the main menu bar select “Inventory” and then select “Item Master List.”
2. Type the item ID of the item you want to edit into the “Item ID” field. If you aren't sure of the item ID, click the down arrow button next to the “Item ID” field. This displays a dropdown box listing all items. If you need to narrow the list, try one of the following procedures:
3. Move the cursor to the field you wish to edit. Don't forget that right clicking in a field will allow you to sort the items and select only those items that you wish to see. For example, if you want to find all parts with a lead time of 20 days, left click in the “Lead Days” field so that the cursor displays in the field. Then, right click. A pop up box displays. Select “Find,” type in “20,” and hit “Enter.” Click “Find Next” or use the arrows to view the results of your search item by item.
4. Select the correct filter by clicking on the down arrow next to the “Filter” field. Then select the correct value by clicking on the down arrow next to the “Value” field. For example, if you have multiple suppliers and only want to look at parts from that supplier, select “Supplier” as your filter and then select the actual supplier from which you want to find items in the “Value” field. If the “Filter” field is set to “None” you will see all items in the database.
5. Type in your changes or choose from a list box. If it is a field that has a list box, you can double click the pencil icon to update the list and then refresh it. The changes will then become available to use on the “Inventory Items Master List.”
6. Save your edits.

5.5 Discontinue or Permanently Delete an Existing Inventory Item

There are three ways to remove an item from active status. You can permanently delete it, but if you have stock on hand, Almyta Control System will not allow the item to be deleted until the stock is zero. We do not recommend deleting an item. Once an item is deleted, it cannot be restored and you will lose the history of the item. Deleting items will also affect other modules such as shipping orders. If an item you deleted is on an archived shipping order, your archived orders will be lost as well. For example, if you no longer need an item ID because the item is being replaced, you would want to remove it from active status but you may need to keep it in your database so you can see its past usage or track where it went.

Another way to remove an item ID from active status is to discontinue it. Once the stock for an item has depleted to zero, you can discontinue it. The history will remain intact and you can view the item by changing the filter to “Discontinued” on the master list or use the “Fast Browse” screen. It will not appear on reports as an active stock item but it will remain in your database so it can be restored if needed.

The last way would be to discontinue an item with stock on hand. In order to do this, you must enable the “Discontinued Items in Stock” option on the “System” tab of “Options” under “System” on the main menu bar. This will come in handy if you have an item you plan to stop selling. You can discontinue it with stock on hand and in the event you decide to sell it later, you can reactivate the item and sell the remaining stock. When an item is discontinued with items in stock, this stock does appear on in stock reports. However, you cannot delete an item with stock on hand even if it is discontinued. Almyta Control System will only delete an item ID if there is no stock on hand.

You can deactivate an existing inventory item by following these steps.

1. From the main menu bar select “Inventory” and then select “Item Master List.”
2. Click the **X** button located next to the “Item ID” field.
3. Choose whether you wish to delete or discontinue an item and click the “OK” button. Almyta does not recommend deleting an inventory item because you will be unable to recover its history or reactivate it later.
   - If you choose to delete the item while it is physically located in a warehouse, the system will display the message “Delete Failed.” However, it is possible to discontinue an item while it is in the warehouse.
   - If you really do want to delete the item, use the “Direct Issue” function described below to make the quantity equal to zero, then use this function to delete the item.
   - Be sure to check if the item has a customer order, work order, or purchase order. These must be deleted also.
   - To locate or view a discontinued item in Almyta Control System, use “Inventory/Fast Browse.”

5.6 Restore a Discontinued Item

To restore a discontinued item:

1. From the main menu bar select “Inventory” and then select “Item Master List.”
2. In the “Filter” field, use the dropdown box to select “Discontinued in Stock" or “Discontinued not in Stock.” (Using a value is optional.)
3. Using the dropdown box, find the item ID in the “Item ID” field.
4. Once the item you wish to restore is on the screen, click the "X" in the “Item ID” field.
5. A box displays for you to make a choice:
   - “Discontinue” (which will be grayed out because the item is already discontinued.)
   - “Permanently Delete.”
   - “Restore” (undo discontinue.)
6. Select the “Restore” button and click “OK.”

Another method of locating a discontinued item that you would like to restore is to use the “Fast Browse” function (see below).

5.7 Fast Browse an Inventory Item

The “Fast Browse” function can be used in the Inventory module to do the following:

- Display a list of all discontinued items.
- Display a list of all active items.
- Update inventory items.
- Print an Items Cost Summary Report.
- Browse in stock, on hold, on order, and committed quantities.

To fast browse your inventory, select “Inventory” from the main menu and then select “Fast Browse.” Use the “Active” and “Discontinued” buttons at the bottom of the window to choose which list you would like to view. See section 2.9 for more information on sorting and filtering using the “Fast Browse” function.

5.8 Alternate Parts

Alternate parts can be stored in the item list for each item. The “Alternate Parts” screen is for reference purposes only; employees can use it to find items that can be substituted for another item. To view, add, delete, or modify alternate parts for an item, follow the instructions below.

1. Go to your Inventory Items Master List.
2. Search to find the item to which you are adding an alternate part and make sure it is on the screen.
3. Go to the "Operations" box at the bottom of the screen. Using the dropdown arrow, select "Alternate Parts."
4. On the "Alternate Parts" screen, you can do three things:
   - Add an alternate part by clicking "New." Type in the alternate part item ID or select it from the dropdown list box.
   - To delete an alternate item, select the item and then click the "Delete" button.
   - To see the full information of the alternate part on the "Item Master List" screen, select the part and click "Detail."

5.9 Cost of an Inventory Item

In Almyta Control System, "Cost" is what you pay for an item.

The cost of an item must be assigned to each unit when the units are received. The method in which you receive the units into stock can change the cost that is associated with the item. There are two ways to receive a unit into stock—directly and against a purchase order.
If an item is received using a purchase order, when you enter the item ID the cost will automatically be assigned based on the cost listed on the purchase order. You can change this value on the purchase order by typing over it. If you change the cost on the purchase order, it will not change the cost on the Item Master List. When the unit is received against the purchase order, the cost on the purchase order for that item ID will be considered the unit cost for the life of the unit. The unit cost is attached to each item received. This unit cost does not necessarily reflect the cost on the Item Master List.

When you directly receive units into inventory, the cost is always pulled from the Item Master List for the item ID. Directly receiving an item is not considered a purchase in Almyta Control System; therefore, the "Cost" field does not appear on the "Direct Receive" screen. The unit cost for a unit when it is directly received is always the cost listed on the Item Master List.

To view or modify a unit cost, follow the steps below.

1. From the Item Master List, click on the "In Stock" magnifying glass to view all units in stock for that item.
2. Select the unit you want to see the unit cost for by clicking anywhere in the line (a black arrowhead appears to the left of the unit).
3. Click the "Unit Detail" button at the bottom of the screen.
4. The unit cost will be on the lower left side of the screen. Type over it and save the changes.

If a unit has already been shipped, used in a work order, or direct issued, follow the steps below to determine the unit cost of the unit.

1. From the main menu, click "Inventory" and then select "Archived Units."
2. Type the item ID of the unit into the "Item ID" field and put into the other fields any other applicable information that will help you to locate this archived unit.
3. Select the unit once you have located it and click the "Unit Detail" button to view the unit cost.

Note: Certain reports will show the unit cost, not the Item Master List cost.

5.10 Price of an Inventory Item

The price of an item in Almyta Control System is the amount you charge when selling the product. If you sell a product in Almyta Control System, you will typically use a shipping order. The price line on the shipping order will default to the price on the Item Master List when you type in the item on the shipping

order. This price can be changed directly on the shipping order but doing so will not change the price on the Item Master List. This will archive with the unit as the price the item was sold at. If an item is removed from inventory through a direct issue, no price options will be available.

5.11 Search for an Inventory Item

The "Search" screen in Almyta Control System helps the user to find any item in order to receive or issue it. To get to the "Search" screen click on "Inventory" from the main menu and then select "Search." This screen allows you to search for an item in up to eight different ways.

*Item ID	*Item Description
*Manufacturer	*Engineering P/N
Category	Center Code
Package	Main Supplier

A helpful tool when searching is the wild card (*). The wild card allows you to enter partial information when searching for an item. For example, if you know that the description starts with the word "green" but you are not sure of how the rest of the description was entered for the item, a wild card will come in handy. In the "Description" field, you would type "green*". This tells Almyta Control System that the description starts with "green." If you know that it ends in "green," you can type "*green" and the system will return anything ending with "green" in the description field. If you know only that "green" is somewhere in the description, then type "*green*". The system will look for anything with "green" in it. This works with all search options.

In the case of categories with a *, the user will be required to select a value from a dropdown box rather than entering information. Once a value is selected, Almyta Control System will display all items that match exactly the information in these fields.

Other functions of this search screen can be found in section 5.16 and Chapter 8—Shipping.

5.12 Direct Receive

Direct receive is used when an item needs to be received but there is no purchase order or appointment against which to receive it. If you are not using the Purchasing module or Appointments module in Almyta Control System, all of your items will be direct received. To receive inventory against a purchase order, see section 6.6. To direct receive an item, follow the steps below.

1. From the main menu bar select "Inventory" and then select "Receive."
2. Type the item ID into the "Item ID" field or click the down arrow button and select the correct item from the dropdown box.
3. Tab to the "Units" field and type in the quantity received.
4. Choose an adjustment code from the dropdown box marked "Adj. Code." The adjustment code should indicate the reason the item entered the warehouse for. Click the down arrow next to the "Adjustment Code" field located at the top of the screen and then select the correct code.
5. The remaining fields on the screen are optional.
   - Enter a location if you are already sure of one; otherwise, the item will be placed in the default location on the "Stocking Properties" tab of the "Inventory Item Master List."
   - The "Remark" field is a text entry field in which you can enter any information that needs to be recorded about the unit you are receiving.
   - The system will automatically assign a code in the "Reference" field to allow you to search for the record of the receive later; however, you can replace this code with any code of your own that you would like to use to refer to the receive.
   - Click the pencil icon to the left of the item ID if you need to look at the item on the "Item Master List." Press the "Exit" button to return to the "Positive Inventory Adjustment" screen.

- Click on the “Labels” button to print internal labels for the item.
- Click on the “Stowlist” button to view and print an internal packing slip to locate the item(s). This list contains the locations and quantity of all current inventory of the item you are receiving.
- If you are receiving an item that is on back order and wish to immediately ship the item instead of locating it, click the “Ship” button.
- Click the “Receive” button located at the bottom of the screen to mark the items on the screen as received.
- Before clicking the “Receive” button, you may go directly to the next line to receive multiple line items.

5.13 Direct Issue

Use this function to remove items from your inventory. Typically items are issued from Almyta Control System when orders are shipped through order processing or when a work order is completed. However, procedures vary and there are other reasons to do a direct issue—for example, if an item cannot be found in your warehouse even though it exists in your system. In that case you would want to remove it from your system so that you do not sell an item that doesn’t exist. Or, you could just be transferring items to another warehouse down the street and could need to issue an item that was erroneously received. These and other reasons for issuing are your negative adjustment codes. Using these codes (predefined reasons) when you issue items allows you to track the life cycle of each inventory item. (See section 3.2 to set up your negative adjustment codes.)

1. From the main menu bar select “Inventory” and then select “Issue.”
2. Tab to the “Adj. Code” field and click on the down arrow. Select the appropriate adjustment code. If the correct adjustment code does not display in the list, click the Pencil button and the “Negative Inventory Adjustment Codes” screen displays for you to add a new choice to the list. If you have added a new one, you may need to right click and refresh your field so the new code will appear in the list.
3. Type the item ID or use the down arrow to select an item from the list.
4. Tab to the “Units” column and type in the correct number.
   Note: If you need more information about the item, click the “View Item” button at the bottom of the screen to display the “Inventory Item Master List” screen.
5. Tab to the “Warehouse (Wrhe) Location” field. Double click in the field or click on the button to the left of the field. The “Available Units” screen displays. Select the physical location of the item you are removing and double click. The location will appear in the field. If there is an associated lot number, it will display in the lot/serial number field.
   Note: At the bottom of the “Issue” screen, the packing slip option appears. Because most businesses do not require packing slips for direct issues, this option will default to “None.” An add-in will be required before packing slips can be generated.
6. Tab to the reference field. The system will automatically assign a reference code to the issue to allow you to search for the issue record later; however, you can replace this code with the bill of lading number or any reference you wish to use to refer to the issue.
7. Continue to add items line by line. Use the right scroll bar to add more than 11 items. If you add an item by mistake and want to delete it, right click on the item you want to delete and select “Cut” from the menu.
8. Click on the “Issue” button at the bottom of the screen. A pop up box displays confirming the issue.
   Note: Units can be loaded automatically if you would like, meaning that Almyta Control System can select unit locations for you. To use this, skip step 5 and after step 7 click the “Load” button and answer “Yes” to the pop up question that appears. If you are storing a particular item in more than one location, it cannot be loaded automatically. A message will appear telling you that the system could not automatically load the items and that ambiguity appears in the “Warehouse Location” field of an item. Click “OK.” You will have to load the units manually. Follow the instructions for step 5 and then proceed to step 8.
9. Click “OK” to confirm. The inventory is issued.

5.14 Receive and Issue Screen Options

There are two possible forms for the receiving and issuing screens: the continuous short form and the detailed form. The continuous short form is sufficient for the purposes of most businesses and the screen will appear in this form unless you specify otherwise.

Continuous Short Form

As well as providing certain standard fields for necessary information such as supplier and item ID, Almyta Control System allows you to choose from among optional fields to better suit the receiving screen to your needs.

Receive Screen. From the main menu select "System" and then select "Administrative Tools." From the dropdown menu, choose "Options" and click on the "Receiving" tab. From this screen, you can choose which data entry fields you would like to appear on your receiving screen from among the following options:

- Units, Net, Location, Lot/Serial, Reference, Remark
- Units, Net, Location, Lot/Serial, Reference, Remark, Expiration
- Units, Location, Lot/Serial, Serial 2, Remark, Reference
- Units, Net, Gross, Location, Lot/Serial, Remark, Reference
- Units, Unit Cost, Location, Lot/Serial, Reference, Remark

Second, you can choose whether you would like these data entry fields to appear on all receiving screens or whether you would like to allow individual users to designate their own receiving screen options. If you choose "Yes," all receiving screens will have a dropdown box at the bottom that provides a menu of the options listed above. Users will be able to customize their screens by choosing from this menu. If you choose "No," this menu will not be present on receiving screens.

Remember that the only fields that are required are the adjustment code, item ID, and units.

Issue Screen. Under "System" on the main menu bar, select "Administrative Tools/Options/Shipping/Issues." From this screen, you can choose which data entry fields you would like to appear on your receiving screen from among the following options:

- Item ID, Units, Net Weight, Warehouse Location, Lot/Serial Number, Reference
- Item ID, Units, Warehouse Location, Center Code, Line of Business, Reference
- Item ID, Units, Warehouse Location, Lot/Serial Number, Reference
- Quick Load (scan serial number barcodes)

Detailed Form

The detailed form provides all the data entry fields listed above as well as additional fields for information such as the number and type of packages received, warranty information, and the cost and current value of a single unit. You can switch to the detailed form under "System" on the main menu. Select "Administrative Tools" and then "Document & Screen Assignment." Select either the receiving or the issuing screen line on this menu and choose "Detailed" from the dropdown menu. If you are already on the screen you are changing, you will need to close the screen and reopen it for the change to take effect.

5.15 Locate and Move Inventory Units

Locate and move can be used in many situations. You may want to check where you have existing units in your warehouse. You may need to move one unit to another location. You may need to print additional internal labels. You may need to see where all inventory received on a certain day is located in your warehouse. You may want to view all units in the locations for a specific supplier, category, or center code. You may want to view what is in a specific location or what was received on a specific purchase order. You may want to check a specific unit cost. All of these tasks can be executed through locate and move.

1. From the main menu bar select “Inventory” and then select “Locate and Move.”
2. To narrow your search, use one of the following methods:
   - “Receiving Start Date” and “Receiving End Date” to locate all items received in the time frame specified.
   - “Receiving Reference” to locate all items received on a specific purchase order.
   - “Supplied By” to locate all items received from only that supplier.
   - “Item ID” to locate all items in stock of a specific item.
   - “Category” to locate all items of a specific category.
   - “Location” to find all items in a specific location.
   - “Center Code” to find all items with a specific center code.
3. Use the “View” button to see the “Selected Items” screen displaying the results of your search based on the criteria you entered. If you enter no criteria, the “All Items” screen displays all items currently in your system. You can scroll through the list to select the appropriate item.
4. From this screen you can:
   - **View details** about items on the list by selecting an item from the list and clicking “Item Master” to view the item’s entry in your Item Master List, “Unit Detail” to display the “Unit Detail” screen (contains data about the particular lot such as issue and receive date, net and gross weight, and warranty information), or “Chemistry” to view the chemistry sheet if one exists for the item.
   - **Move part of a lot** by selecting an item on the list and clicking “Split Lot.” In the right hand column, enter the new location and the quantity that you want moved. Almyta Control System will automatically adjust the weight and quantity of units that remain in the old location.
   - **Move all of a lot** by selecting an item on the list and clicking “Move.” Enter information about the new location.
   - **Move more than one lot at a time** by checking the “Mark” box on each line that you want to move. When you have selected all the lots, click “Move.” You will be required to confirm your decision before you can enter information about the new location. After the move is complete, a confirmation window will appear telling you whether or not it was possible to move all the lots you selected.
   - **Quarantine damaged or recalled items** by checking the “Hold” box at the end of their line. These items will not be listed as available for sale. To remove items from hold status, simply return to this screen and click the “Hold” box again to remove the check mark.
   - **Print any new labels** needed by clicking “Labels.”

5.16 Bill of Materials/Components (Assembling or Making an Item)

Adding Components to an Item ID

The Inventory module in Almyta Control System allows you to store a bill of materials or components list. The components that make up a finished product can then be referenced and used in the Work Orders and Shipping in Almyta Control System. Using this list of components you can make and ship a kit or assemble and then ship an item as a finished product. Using the Work Orders to kit or assemble a finished product, Almyta Control System will automatically remove required items (components) listed on the work order and receive the finished product into stock when you issue the work order. Using a shipping order in order processing will allow you to list all components of an item on a customer order with only entering the assembly/kit item ID. See Chapter 10—Work Orders for more information on work orders and Chapter 8—Shipping for shipping orders.

When assemblies are repetitive, using this list of components will save time and data entry errors on work orders and shipping orders. Keep in mind, you can add to the components as needed on the work order or shipping order. So if you have an item whose assembly changes frequently, you can list only the regular items on the “Components” screen. Then use this and add the variable components to each work order or shipping order as needed.

Below are the steps to Create Kit/Assembly/Bill of Materials.

1. All the parts (components to be used in any assembly of another part) of the kit must be separate inventory items on your "Item Master List." On the "Stocking Properties" tab for each part, check the box for "Item is a make."
2. Enter the kit or assembled item in your "Item Master List" as a new inventory item. On the "Stocking Properties" tab, check the box next to "Item is a make."
3. From the "Select Operation" dropdown box, select "Components Detail/Modify."
4. On the "Components" screen, click the "Add" button. Then fill in the fields as described below.
   - Select or type in the item ID.
   - Enter the number of that item the assembly requires to make one of the finished product in the "Units" field.
   - Enter the labor hours and labor cost if they apply. This is for reference only and to reflect the cost if this is being assembled through work orders.
   - The "Drawing Number," "Revision Number," and "Find No" fields are for references to the actual drawing (blueprints) of the assembly.
   - The "Yield" field should be populated if you will be tracking waste factors.
5. Keep adding until all components are on the list.

You may also have items appear on assemblies that are assemblies themselves. This can be then used in the Work Orders module only to list all components and their subassemblies. For example, you are making a car as the final assembly. The requires the following parts:

1 transmission
1 engine
1 exhaust system
1 computer
Etc.

However, prior to assembling the car, you have to do several subassemblies. One subassembly might be for the exhaust system. This would require the parts below:

1 muffler
4 brackets
8 screws
Etc.

Removing Components

Removing components is as easy as adding them. Simply follow the instructions below and the components will no longer appear as a required part of that assembly.

1. Go to the kit or assembled item in your Item Master List. On the "Stocking Properties" tab, check the box next to "Item is a make."
2. From the "Select Operation" dropdown box, select "Components Detail/Modify."
3. On the "Components" screen, select the component and click the "Delete" button.

Print a BOM/Component List

In the Inventory "Components" screen, you can print out two reports. The Assembly Cost Report will show you the cost of making the assembly. The Components Detail Report will show you a listing of the entire assembly for that item, the in-stock levels for each component, the required levels, warehouse locations of in-stock items, if an item is due in on a purchase order, and what alternate parts are available to substitute. To print either report, follow the steps below.

1. Go to the kit or assembled item in your Item Master List. On the "Stocking Properties" tab, check the box next to "Item is a make."
2. From the "Select Operation" dropdown box, select "Components Detail/Modify."
3. In the middle of the screen, at the bottom, the dropdown list box defaults to assembly cost. If you want to print or view this report, proceed to the next step. If you want to print or view the Components Detail Report, select this in the dropdown list box field.
4. The Blue Screen button is to print to screen (print preview) and the Printer icon (both directly to the left of the dropdown list box for the report selection) button is to print directly to the printer. The screen defaults to the preview option. If you want to preview it on screen first, just click the "Print" button. If you want to print directly to your printer, click the Printer icon button, then click the "Print" button.

Search for Components Listed on Multiple BOM/Component Lists

In Almyta Control System, you can search for items that are listed as components of all assemblies in your Item Master List. This will enable you to view where a part is used. This will come in handy for instance when you are discontinuing an item. You plan to discontinue item A and replace this with a new item ABC. You can find all of the BOM's/Components lists and know where you need to make changes. To search for components used in assemblies, follow the steps below.

1. Select "Inventory" and then select "Search."
2. In the "Search Type" dropdown list box, select "Components Usage."
3. Enter the criteria you know about the part you are looking for:
   - Type in the "Assembly ID" if you are looking for a specific assembly list (this would be a shortcut to going through the "Item Master List" and "Components" screen). The search will return all components of the assembly you enter.
   - Type in the "Component ID" if you know the item ID of the component you are searching for. The search will return all assembly item IDs that use that component.
   - Type in the "Component Units" if you know how many units are used in an assembly. For example, if you know you want to view all assemblies that require 10 of a component, you enter "10" here.
   - Type in the "Assembly Desc" if you know the description of the assembly you are searching for but do not know the item ID.
   - Type in the "Component Desc" if you know the description of the component you are searching for but do not know the item ID.
4. Click the "Search" button.
5. The results are displayed.
6. To start a new search immediately, click back to the "Filters" tab. You can click the "Clear" button at the bottom of the screen to erase previously input fields.
7. You may also print a listing, print labels, or export the search results. You must do this from the "Filters" tab.
   - If you click the "Print List" button, the system will prompt for you to name the report and it will print it to screen (print preview). You can then print to your printer.
   - If you click the "Print Labels" button, a label selection screen appears. Double click the label you wish to print. The labels will print to screen and print from the screen.
   - If you click the "Save for Export" button, the system will prompt you to enter a name for the report. Then you will be transferred to the "Data Export" screen. The report name you entered appears in the "Report Name" field. On this screen you can export to the following:

     Preview report
     Send a report to a text file
     Send a report to printer- prints to default printer
     Create HTML page
     Output a report data into Excel file
     Send a report as an email attachment
     Create a report as MS Word document
     Print Labels

Wild cards can be used in searching for components. To learn more about the wild card see section 5.11 of this chapter.

Note: The "SQL (advanced)" tab on this search screen is for programmers with SQL language knowledge only. Do not attempt to change this statement or it may return incorrect results.

5.17 Unit of Measure Conversions

The "Unit of Measure" field on the "Item Master List" screen is used to define how you count your inventory—for example, "each", feet, pounds, and ounces. Almyta Control System will allow an item to be inventoried as feet but ordered or shipped in yards, for example. This can be used when your supplier requires the items be ordered in a larger unit of measure than you store it or when your customer needs it to be sent in a unit of measure smaller than you store it.

You must enter the conversion factors of different units in the "Unit of Measure" list prior to being able to utilize this feature. Almyta Control System will be able to convert units of measure automatically once you complete the step below.

1. Go to "Inventory" and then select "Unit of Measure."
2. There are two terms: "Unit of Measure" and "Base Unit of Measure." The base unit of measure refers to the standard unit of measure used for your items. So if you inventory your items as a foot, foot is a "Base Unit of Measure." But you will be receiving in inches, so "inch" is the unit of measure of the base unit of measure "foot". When adding new units of measure for conversion or as a standard, they must be defined correctly.
3. Click the "Add New" button, and then enter the criteria as explained below:
   - If you want to add a standard unit of measure, you would enter it as shown in IDs 3 and 2 in Figure 5.3 below, making the unit of measure and the base equal to each other.
   - If you want to add a conversion unit of measure, you would set it up like shown below in ID 7. "Foot" is a standard unit of measure; "inches" is the conversion.

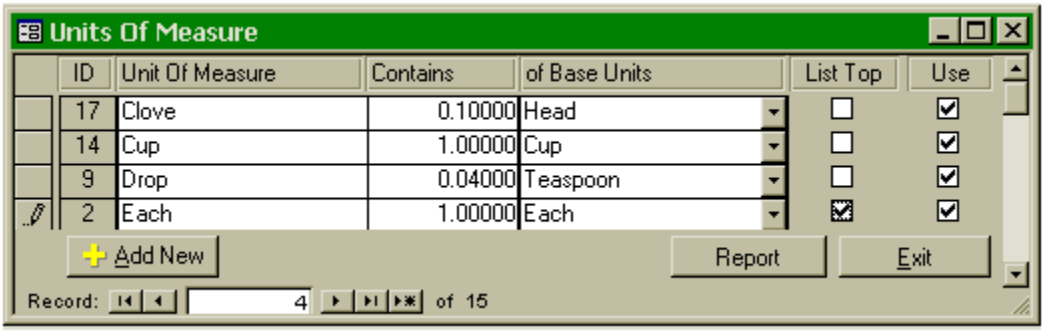


Figure 5.3 – Units of Measure Screen

5.18 Reports

Using Almyta Control System, you can generate reports to track many different aspects of your inventory: current stock, price, cost, and more. A few of these reports are available both from the "Item Master List" screen and from the main menu.

1. Items Cost Summary Report
2. Positive Adjustment History
3. Negative Adjustment History

These reports can be accessed from the operation box on the “Item Master List” screen. Please note that the Items Cost Summary Report is listed as the Quick Report on this menu.

A larger range of reports is available under the inventory heading of “Reports” on the main menu. Here you will find both the reports already mentioned and the ones listed below. Please see Chapter 14—Reports for more detailed information about using the “Reports” feature of Almyta Control System.

1. Items in Stock
2. Items Price List
3. Inventory Current Balance
4. Items to Order
5. Reprint Stow List

Chapter 6 – Purchasing

Almyta Control System's Purchasing lets you order, track, and receive both regular inventory items and assets.

Before you can begin using the Purchasing module, it is necessary to create lists of information such as your suppliers, payment terms, and methods of shipping. Please refer to section 3.3 for instructions on how to set up your purchasing lists.

The Purchasing module is extremely versatile; its uses vary greatly from business to business. However, a primary function of the Purchasing module is to reorder your inventory items. Almyta Control System's Inventory module allows you to set minimum and maximum inventory levels for each item on the Item Master List. Based on the levels you choose, Almyta Control System can tell you what you need to reorder on a regular basis. The Purchasing module allows Almyta Control System to account for items that have been previously ordered but are not necessarily in stock yet when calculating when and what you need to reorder. For those who are not using Almyta Control System's reorder function, you can unlink the Inventory module from the Purchasing module. See section 4.1 on the "Purchasing" tab of options in the chapter on system administration.

The Purchasing module also tracks warehouse appointments. You can schedule inbound shipments of inventory items to ensure swift, errorless receiving in the warehouse. Furthermore, your production and customer service departments can use the Appointments to see when an item will be arriving in the warehouse. Based on the appointments, production knows when they will have the parts they need and can schedule their work accordingly. Customer service can use this information to accurately predict shipping dates. See Chapter 9—Warehouse Appointments for more information on using the "Warehouse Appointments" feature of Almyta Control System.
To facilitate accurate ordering, Almyta Control System lets you store all the information you need about your suppliers and their items. You can even create a catalog that will show the relationship between your item IDs and their item IDs. Suppose you have an item 1234-45. When you order it through supplier ABC, they call it a D5849SS. You can order it from them in purchasing as their item number and receive it into inventory as your own.

6.1 Purchase Orders Screen

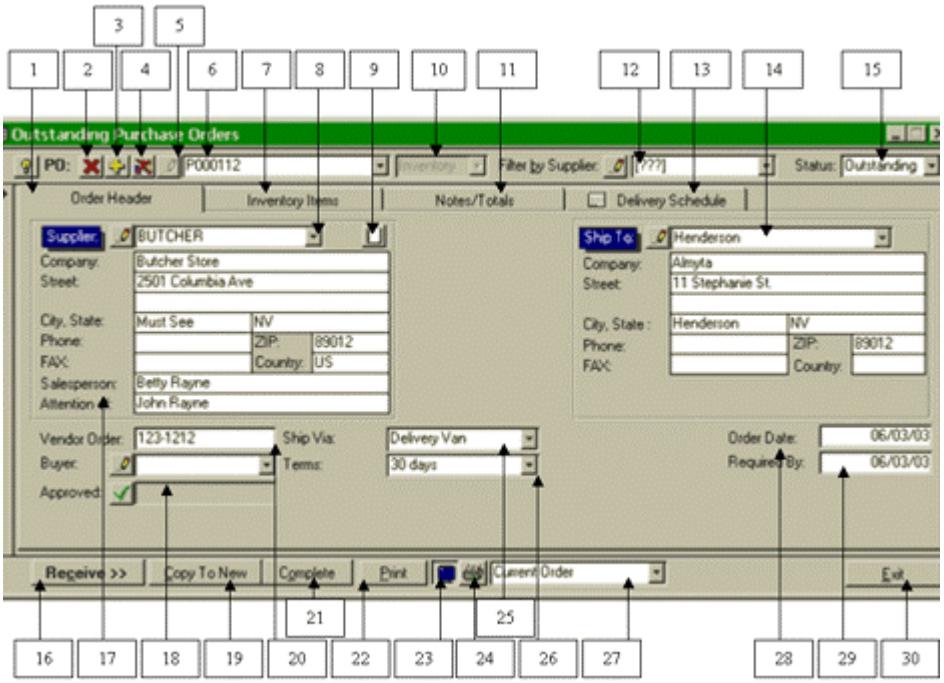


Figure 6.1 – Purchasing, Order Header Screen

Field Name	Description
1. Order Header Tab	This tab contains all information about the purchase order such as the supplier, where it is shipping to, when the order is due to arrive, and more. Most of the dropdown boxes on this tab are filled with information that you entered in your purchasing lists. To edit one of these lists, click the Pencil icon to the left of the appropriate field. See section 3.3 for more information.
2. Cancel PO button	To cancel an existing purchase order, click this button. Once a PO is canceled, it cannot be returned as an active order so use caution when canceling an order.
3. Create PO button	To add a new purchase order, click this button. It will prompt you to enter the order number or Almyta Control System will assign it for you based on your numbering set up in "Administrative Tools/Options." Purchase order numbers cannot be duplicated. See section 4.1 for an explanation of Almyta Control System's numbering system.
4. Correct PO button	Use this function to adjust quantities for the purchase order. This works only on open purchase orders. If a purchase order is closed, click the Reopen (21) button at the bottom of the screen then switch the Status Filter (15) to Outstanding. The quantities can be adjusted in two ways. First, you can correct data entry errors (Number of Received Units). Second, you can return the product back to the supplier (Return Received Units Back).
5. Change PO Number button	This function is available only when there are no line items on a purchase order yet. It is useful when a purchase order was created elsewhere and you need to duplicate it in Almyta Control System.
6. PO Number	This is the list of all purchase orders that fall under the order status currently on the screen. If "Outstanding Orders" is selected in "Order Status," this box will contain all outstanding purchase orders. The number that appears in this field is the order you are viewing.
7. Inventory Items Tab	List all of the items being ordered on this tab. Notes about each item can be entered in the "Line Item Notes" field at the bottom of the screen. Highlight the

	item to which the note pertains and type your note in the field provided. To keep these notes attached to the item when it enters inventory, select the "Copy PO Line Items to Remarks" option under the "Options" heading of "Administrative Tools." (See section 4.1 for more information.) If you have listed these items in your supplier's catalog, the supplier part number will automatically be listed on this tab. The item price will appear automatically from the Item Master List but you can edit it if you need to. The amount of the line item will be determined by multiplying the number of units by the price per unit.
8. Supplier	The "Supplier" field pulls data from your supplier list. Modifications such as address changes can be made on this screen and will not affect the supplier list. To make a permanent change you will need to change the supplier list as well.
9. Supplier's Catalog	This button will take you to the supplier's catalog. The supplier's catalog is a list of the items you order from each supplier. If you access the supplier's catalog using this button, it will display only the items that are ordered from that supplier. It will not show other suppliers. See section 3.3 for more information.
10. PO Type Switch	If an order is selected in the "PO Number" field, this field will show you if it is an asset or inventory order. When adding a new order, immediately select whether it is an asset or inventory order. When you select "Asset," the "Inventory Items" tab automatically changes to a "PO Asset" tab. The "PO Asset" tab allows you to select the type of asset and type in a text description of the item you are ordering.
11. Notes/Totals Tab	This tab contains details about the pricing of the order. Almyta Control System generates a subtotal from information listed on the previous tab, but you can enter sales tax, discount percentages, shipping charges, and other applicable charges. The "Terms and Conditions" list box on this tab can contain whatever notes you wish to print on your purchase order. See the "Payment Terms" heading of section 3.3 for information on setting up this list box.
12. Filter by Supplier	Filters are ways of separating data based on a value you select in this field. In the Purchasing module, you can filter orders by supplier—choose one from the drop box to view only purchase orders for that particular supplier. The order status also plays a factor in sorting the orders. If "Completed" is selected as the order status and "Supplier ABC" is selected in the "Filter" field, the "PO Number" list box will only contain orders that have been completed for Supplier ABC. Select <???> to view all orders with a particular status.
13. Delivery Schedule tab	When in use, this tab will allow you to classify the items on the PO according to when you expect them to be received, how many units will be received on that day, and any notes. For example, if you plan to receive a 300-unit shipment over three months, the "Delivery Schedule" tab will allow you to track the shipment by installment. This is primarily for reference and is used for blanket purchase orders. See the "Purchasing" heading of section 4.1 for information on turning the "Delivery Schedule" tab on and off.
14. Ship To Location	This is one of your company's locations. A new ship to address for your company can be added under "System Related Lists" (see section 3.6).
15. Order Status	There are three order statuses: complete, canceled, and outstanding. One of these statuses is always selected. "Outstanding" is the default for this screen. If you wish to view canceled orders, you must change the status to "Canceled."
16. Receive button	When the order has arrived and you want to receive it into inventory or assets, click this button and you will be taken to the "Receive" screen. See sections 6.6 and 6.7 for more information on receiving.
17. Salesperson/ Attention	The "Salesperson" field and the "Attention" field are both filled automatically from the "Supplier" list; however, they can be edited on the "Purchase Order" screen by simply typing in the field on the purchase order. As in the supplier field, changing information on the "Purchasing" screen will not permanently change the same information on the supplier list.

18. Buyer and Approvals	When security is turned on, all users will be selected as buyers and given an amount for which they can approve orders. See Chapter 18—Security for more information on security.
19. Copy to New button	This button lets you copy an existing purchase order (regardless of order status) to a new one to reduce data entry time on repeating orders. It copies all items and supplier information but assigns it a new PO number.
20. Vendor Order	This is a text-entry field for a vendor order number or any other information you may need to assign to the order. The length of the field is 20 characters.
21. Complete button	This button allows you to set purchase order status to "Complete." It should be used if you do not wish to receive the items into stock—for example, if you receive a partial amount on a purchase order and opt to keep the order as outstanding because you plan to receive the remainder. If a month later you learn that the balance will not be received, you can set the status to "Complete" and it will archive. The archived purchase order will show what you did receive and what you did not. See section 6.9 for information on completing orders. This button becomes the Reopen button when viewing canceled and closed orders.
22. Print button	When you click this button it will print the form in the "Document to Print" field. It will print to the printer or screen based upon which box is selected (either the "Print to Screen" or "Print to Printer" box).
23. Send to Screen selector	Outputs a report (22) into screen. This is a preview mode.
24. Send to Printer selector	Outputs a report (22) into a default Windows printer. This is a print mode.
25. Ship Via	Ship via is a list box for the method of transportation by which the products will arrive—for example, by truck. Both the purchase orders and shipping orders share this list. See section 3.3 for information on setting up the "Ship Via" list.
26. Terms	This list box field is populated through your "System/System Related Lists" menu. These are the payment terms of the purchase—for example, Net 30. See section 3.3 for information on setting up this list.
27. Document to Print	This list box offers five printing options: a copy of the current purchase order, a summary of outstanding orders, a detailed report of outstanding orders, a completed list of orders, and a canceled list of orders.
28. Order Date	The "Date" field is the date the order was entered. This field will be filled automatically based on the date on which the order is created.
29. Date Required	This is a field where you enter the date you need the order by. This information is used to generate a report of any past due purchase orders.
30. Exit	Close the "Purchase Order" screen.

6.2 Purchase Order Inventory Items Tab

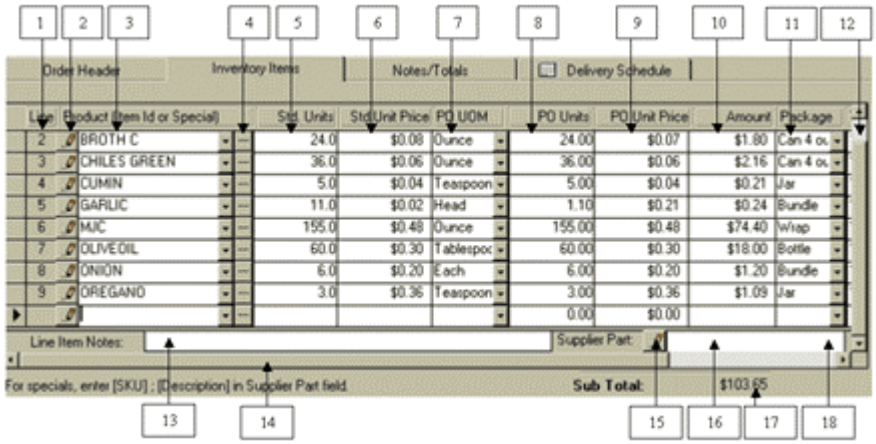


Figure 6.2 – Purchasing, Inventory Items Screen

Field Name	Description
1. Line Item Number	Almyta Control System automatically maintains these numbers for easy reference. The numbers are assigned sequentially and recalculated when a line gets deleted.
2. Shortcut button	Brings you to the Item Master List screen and scrolls to a corresponding item.
3. Product (Item ID or Special)	This field contains your Item ID number. The dropdown box will list all the items you have listed in your Item Master List. To add to this list, click the Pencil icon.
4. Fast Browse button	Use this button in case you don't remember item Id. This function brings up an item Id browsing screen. Type the few first letters of an item description. When the item is found double-click it.
5. Standard Units	The number of units you are ordering of the standard unit of measure listed for that item in the Item Master List. A "standard unit" is usually a smallest unit you would issue out of inventory.
6. Standard Unit Price	This field is defaulted to the Item Master List, Unit Cost field.
7. Purchase Order Units of Measure	The Units of Measure to use for this purchase order. For example, if you use cable in your business and consume it in feet, you would probably buy it in reels. If a reel of this cable is approximately 1000 feet, create a new UOM and call it 1000FT Reel. Specify that it contains 2000 of your "standard" units feet. Then on the purchase order enter 1000 for St Units and select the 1000FT Reel for the PO UOM.
8. PO Units	Almyta Control System will calculate the number of units being ordered based on the PO UOM and the conversion in the "Unit of Measure" list in the Inventory. In the example above, it should be 2 reels. You can also adjust the number manually.
9. PO Unit Price	Almyta Control System will automatically calculate the cost of each unit based on the PO UOM, PO units, "Item Master List Price" field, and the "Unit of Measure" list in the Inventory module.
10. Amount	This field contains the total cost of the line item. Almyta Control System will calculate this amount based on the number of units and the price per unit that you enter.
11. Package	This field indicates what type of package an item comes in (e.g., box, carton, barrel).

12. Vertical Scrollbar	Use the bar to see more line items when there are more than nine of them.
13. Line Item Notes	This field gives you space for any notes that you want listed with a line item on the purchase order. For example, “the pulp moisture should between 91 and 95 %%.”
14. Horizontal Scrollbar	There are two more fields hidden on the right. Supplier Term Agreement (1) is automatically populated when you are using supplier contracts. Units Received (2) is automatically populated at a receiving time. For blanket purchase orders, this field keeps track of the number of units received.
15. Supplier Catalog shortcut	Brings up the Supplier Catalog screen and scrolls to the corresponding record if the record is available.
16. Supplier Part	This field will automatically display the supplier part number that corresponds to the line item that you have highlighted. As you move from line to line, the number in this field will change to correspond to the item you have highlighted; however, on the purchase order, the supplier part number will be listed for each item listed to facilitate ordering. Your item ID will be included in the “Item Description” field.
17. Subtotal	A Purchase Order amount before any taxes, discounts, and additional charges.

6.3 Purchase Order Numbering

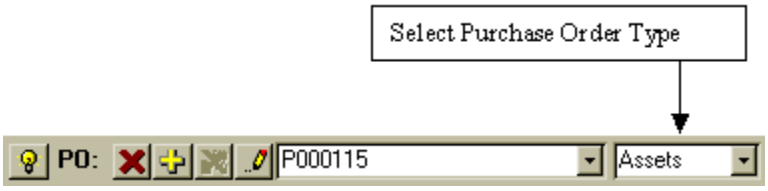
The way that purchase orders are numbered usually varies from business to business. Some may have a date and time scheme while others are just a sequence of numbers. Almyta Control System can be set to automatically number your purchase orders or to allow you to enter your own numbers. Duplicate purchase orders are not allowed. If you enter a number that has been archived previously, the system will not allow you to complete the order so be certain to have a numbering system that reduces the likelihood of duplicates. See the “Numbers” heading of section 4.1 for information on changing the numbering system used for purchasing and for other numbering systems used in Almyta Control System.

6.4 Add a New Purchase Order

Purchase orders can be added for either inventory items or assets. To add a purchase order:

1. Select “Purchasing” and then select “Purchase Orders.”
2. Click the next to the “PO no.:” field. You will either enter a new purchase order number or Almyta Control System will assign one for you (see above).
3. If you chose to have the system create the purchase order number for you, once you click “Yes” to create a new purchase order, a unique number will be assigned to your new entry.
4. If you chose to number new purchase orders manually, once you click “Yes” to create a new purchase order a pop up box appears asking for the new purchase order number. Type it in the space provided and click “OK.”
5. Select the type of purchase order you are creating. You have the following two choices:

    - “Order Inventory” indicates that the purchase order is for inventory items such as parts.
    - “Order Assets” indicates that the purchase order is for non-inventory items.



6. Fill in the "Supplier" and "Ship To" information on the "Order Header" tab.
   Note: You must select a supplier when adding a new purchase order or you will receive an error and not be able to exit the screen. If you receive the error, click "OK" and select a supplier. This is a mandatory field when adding a new order.
7. Depending on the type of purchase order you are adding, the second tab will display differently.
8. If you are adding a purchase order for a type of regular inventory, click on the tab labeled "Inventory Items." Enter item IDs and details about each line item on this tab. See section 6.2 for an explanation of the fields on this tab.
9. If you are adding a purchase order for a type of asset, click on the "PO Assets" tab. Enter details about the assets you're ordering on this tab. (See Chapter 13—Assets for more information on setting up and using the Assets module).
10. Click on the "Notes/Totals" tab. This tab contains an area in which you can write notes that will appear on the purchase order as well as a dropdown box labeled "Terms and Conditions." Almyta Control System allows you to save memos that you want to use on a regular basis (see section 3.6). The default memos that you save and label as applicable to purchasing will be displayed in this field. Select the number of the memo that you want to attach and the full text of the memo will appear in the read-only field underneath. Order totals are also displayed on the "Notes/Totals" tab.
11. If you have the "Delivery Schedule" tab turned on, you can use this tab to save information about when deliveries will be made and what will be delivered on a particular day. This tab is particularly useful when issuing blanket purchase orders. See section 6.12 for more information.
12. Exit the screen when you are finished entering information.

6.5 Edit an Existing Purchase Order

You can make adjustments to an existing purchase order by following these steps.

Please note that you should edit purchase orders with care. Be sure that the updated purchase order gets sent to the supplier.

1. Select "Purchasing" and then select "Purchase Orders."
2. From the "Outstanding Purchase Orders" screen choose the order that you wish to edit.
3. Move your cursor to the field that you wish to edit.
4. Type your changes or choose from a list box.
5. Save or exit the screen.

6.6 Receive Inventory Items on a Purchase Order

Use this function to update your purchase order when ordered inventory items are received. To receive items without a purchase order, see section 5.12.

1. Select "Purchasing" and then select "Purchase Orders."
2. Use the list box to locate the purchase order you are receiving.
3. Click on the "Receive" button located toward the bottom of the screen on the function line. The "Receiving Items for: [P.O. Number: xxxx]" screen displays.

4. Unless you specify otherwise, the items listed on the Purchase Order will automatically appear on the "Receiving" screen (see the "Receiving" heading of section 4.1). At this time you need to make any changes you wish to what you are about to receive.
   - To receive a partial shipment you will need to change the number of units you are receiving.
   - If you want to receive everything but one line item on the purchase order, go to that line item and change the number of units ordered to zero.
   - If you are receiving more than you ordered and are willing to accept the overshipment, change the number of units ordered to reflect the new total.
5. Press the "Receive" button located at the bottom of the screen to receive all inventory items listed.
6. The system will ask if you want to set the PO status to "Complete." Click "Yes" if all items are received or if you don't anticipate receiving the remainder of the order. If you are only receiving a partial order and will be receiving the balance at a later date, click "No."

6.7 Receive Assets on a Purchase Order

Use this function to update your purchase order when ordered assets are received.

1. Select "Purchasing" and then select "Purchase Orders."
2. Go to the purchase order number you are going to receive and click on the "Receive" button located at the bottom of the screen. Almyta Control System gives each asset associated with the purchase order an asset ID. A message displays reminding you that an asset ID has been created for each asset. Click the "OK" button.
3. The "Receiving Assets Purchase Order" screen contains the following detail tabs. Entering as much information as possible will allow good asset tracking. See Chapter 13—Assets for an explanation of the Asset System and the tabs listed below.
   - Asset Header
   - Readings
   - Dates/Warranty
   - License Information
   - Costs/Depreciation
   - Picture
   - Specifications
   - Comments
4. Press the "Receive" button. Almyta Control System displays the following message: "**Set purchase order status to COMPLETE?**"
   - Click "Yes" if you have received all assets listed on the purchase order.
   - Click "No" if you have not received all assets listed on the purchase order or if you decide not to receive this purchase order right now.

6.8 Cancel an Existing Purchase Order

You can cancel an existing purchase order by following these steps.

Please note that you should cancel purchase orders with care. Once a purchase order is canceled it cannot be restored. You must reenter it. Canceled purchase orders display along with completed purchase orders on the purchase order report. Purchase orders cannot be permanently deleted.

1. Select "Purchasing" and then select "Purchase Orders."
2. From the "Outstanding Purchase Order" screen, click the red "**X**" button located next to the "PO No." field. The following message displays:
3. "Set Purchase Order status to 'Canceled'?"
4. Click "Yes" to continue with the delete.
   Note: Under "Fast Browse Orders" you have the ability to view all canceled purchase orders at any time.

6.9 Complete an Existing Purchase Order

This function allows you to complete a purchase order without receiving products. You may want to use this button to complete a purchase order before all items have been received. For example, if you are not planning to receive the balance on a partially received order, you need to set it to "Complete" so it doesn't show this item is due in. You can set an existing purchase order's status to "Complete" by following these steps:

1. Select "Purchasing" and then select "Purchase Orders." Locate the purchase order that you wish to complete.
2. From the "Outstanding Purchase Orders" screen click the "Complete" button located at the bottom of the screen. The following message displays: "**Set Purchase Order status to 'Complete'?**"
3. Click "Yes" to continue with the completion. After you click "Yes," the purchase order will be marked as complete and you will not be able to alter its status.
4. The "Outstanding Purchase Order" screen displays the next purchase order in chronological order. **Note**: Under "Fast Browse Orders" you have the ability to view all purchase orders with a complete status.

6.10 Fast Browse Purchase Orders

The "Fast Browse" screen allows you to view a listing of all purchase orders. It will list the following:

- All outstanding purchase orders
- All partially received outstanding purchase orders
- All complete purchase orders
- All past due outstanding purchase orders
- All canceled purchase orders

You can also perform certain tasks from this screen:

- Update an outstanding purchase order
- Print a summary report of canceled, partially received, outstanding, complete, or past due purchase orders
- Sort purchase orders in a variety of ways to view only orders related to a particular supplier, receiving date, etc.

To access this function, select "Purchasing" on the main menu and then select "Fast Browse Orders." See section 2.9 for information on sorting and filtering information using the "Fast Browse" function.

6.11 Purchase Order Approval

Almyta Control System allows a business to authorize employees to approve a purchase. A new purchase order entered is only a requisition until approved. Once approved, the purchase order is an actual order. When this setting is turned on, an authorized buyer must click on the approved box on the "Order Header" tab of the purchase order. The system also allows multilevel purchase order approvals. More than one person in specific levels of management can be required to approve each order. This feature has to be selected on the "Purchasing" tab in "System/Administrative Tools/Options." See Chapter 18—Security for instructions on how to authorize your employees.

6.12 Blanket Purchase Orders: Delivery Schedule for Purchase Orders

Many businesses order the same items from a vendor on a regular basis. A business may order 24 printer cartridges a year to be delivered two per month. Almyta Control System lets you use the same purchase

order for these instances so you don't have to enter and maintain extra orders over time. You must have the "Delivery Schedule" tab turned on in "Administrative Tools" to see this screen (see the "Purchasing" heading of section 4.1). On the "Purchasing" tab in "Administrative Tools," you will also have to select that an item can appear for delivery more than once. Follow these steps to make a blanket purchase order:

1. Enter all information on the "Order Header" and "Inventory Items" tabs as usual (see sections 6.1 and 6.2).
2. Click on the "Delivery Schedule" tab.
3. From the dropdown box under "Line Item Number," choose the item you want to schedule for multiple deliveries.
4. Enter the date in MM/DD/YY format.
5. Enter the number of units you will be receiving on this date.
6. Repeat this process to schedule as many deliveries as you need.

The schedule can be viewed and edited at any time by clicking on the "Delivery Schedule" tab of an "Outstanding Purchase Order."

6.13 Supplier's Catalog

The supplier's catalog is a reference tool used in Almyta Control System to store information about items ordered from the suppliers. It allows you to enter a supplier, the item ID of the item you order from them, the supplier's item number (if different from yours) for that item, the supplier's unit price, and lead days (number of days it takes to receive the item from that supplier). Each item ID can be ordered from multiple suppliers. So this catalog can list as many suppliers for one item as needed. The catalog can be accessed while creating a purchase order by clicking on the notebook icon next to the "Supplier" field; however, doing so will display only the items in the catalog produced by the supplier specified on your purchase order. To create or edit your supplier's catalog, select "Supplier's Catalog" from under "Purchasing" on the main menu.

6.14 Unit of Measure Conversions

The "Unit of Measure" field on the "Item Master List" screen is used to define how you count your inventory—for example, each, feet, pounds, and ounces. Almyta Control System will also allow an item to be inventoried as feet but ordered in yards. This can be used when your supplier requires that the items be ordered in a larger unit of measure than you store them as.

You must enter the conversion factors of different units in the "Unit of Measure" list prior to being able to use this feature. Almyta Control System will be able to convert units of measure automatically once you complete the steps in section 5.17. Follow the steps below to use the conversions on a purchase order.

1. When you add a purchase order as shown in section 6.4 of this chapter, you would add the "Product" (item ID) of the item you are ordering.
2. Type in how many units you are ordering in the "Std Units" field.
3. The "Standard Price" will automatically display pulling from the "Item Master List Price" field. The price can be changed for this item on the purchase order by typing over the price from the Item Master List. This will not change the price on the "Item Master List Price" field for this item.
4. The "PO UOM" defaults to the UOM on the Item Master List. Change this to the unit of measure that you will be ordering the unit by on this purchase order.
5. When you change the "PO UOM" in step 4, Almyta Control System will automatically calculate the "PO Units" field and "PO Unit Price" based on the standard numbers and the conversion you have set up in the "Unit of Measure" list.
6. The "Amount" will total on its own.
7. The printed purchase order prints the fields relating to the PO, not the standard fields. This is why they default to standard originally.

6.15 Printing a Purchase Order

Once you have entered all of your information, you will need to print out a hard copy of your purchase order. Printing the purchase order is done from the "Outstanding Purchase Order" screen. Once the purchase order you are intending to print is on the screen, follow the steps below.

1. At the bottom of the screen, select from the "Document to Print" box (see Figure 6.1).
2. You can print the purchase order to your screen (print preview) or directly to the printer.
   - To print it directly to your printer, select the printer icon.
   - To print to your screen, select the screen icon.
3. Click the "Print" button.
4. The purchase order will print directly to your default printer or to your screen. If it printed to your screen, you can print it to your printer by clicking the print icon at the top of the screen. Click "Close" when you finished viewing the document.

The printed purchase order is a standard form in Almyta Control System.

6.16 Purchasing Reports

Almyta Control System provides four reports that pertain to purchasing:

- Outstanding Purchase Order Summary
- Outstanding Purchase Order Detail
- Completed Orders
- Canceled Orders

These reports can be accessed from "Reports" on the main menu in the dropdown box under "Purchasing." Please refer to Chapter 14—Reports for a more detailed explanation of the reports.

6.17 Searching for Suppliers

In the "Purchasing" menu, select "Search Suppliers".

The Search Suppliers screen helps the user find a supplier ID in order to enter a purchase order for that supplier. This screen allows you to search for a supplier in up to seven different ways:

*Supplier ID	*Company
*Contact	*Address
*Phone	

A helpful tool when searching is the wildcard (*). The wildcard lets you enter partial information when searching for an item. For example, if you know that the description starts with the word green but you are not sure of how the rest of the description was entered for the item, a wildcard will come in handy. In the Description field, you would type "green*". This tells Almyta Control System that the description starts with green. If you know that it ends in green, you can type "*green" and the system will return anything ending with green in the description field. If you know only that green is somewhere in the description, then type, "*green*". The system will look for anything with green in it. This works with all search options.

To use the search, follow the tips below.

1. Enter the criteria you know about the supplier using one or more of the seven fields mentioned above.
2. Click the "Search" button.

3. The results are displayed on the “Results” tab.
4. To start a new search immediately, click back to the “Filters” tab. You can click the “Clear” button at the bottom of the screen to erase previously inputted fields.
5. You can also print a list, print labels, or export the search results. You must do this from the “Filters” tab.
   - If you click the “Print List” button, the system will prompt for you to name the report and it will print it to screen (print preview). You can then print to your printer.
   - If you click the “Print Labels” button, a label selection screen appears. Double click the label you wish to print. The labels will print to screen and print from the screen.
   - If you click the “Save for Export” button, the system will prompt you to enter a name for the report. Then you will be transferred to the Data Export screen (File/Data Export menu). The report name you entered appears in the “Report Name” field. On this screen you can export to data in a few formats.

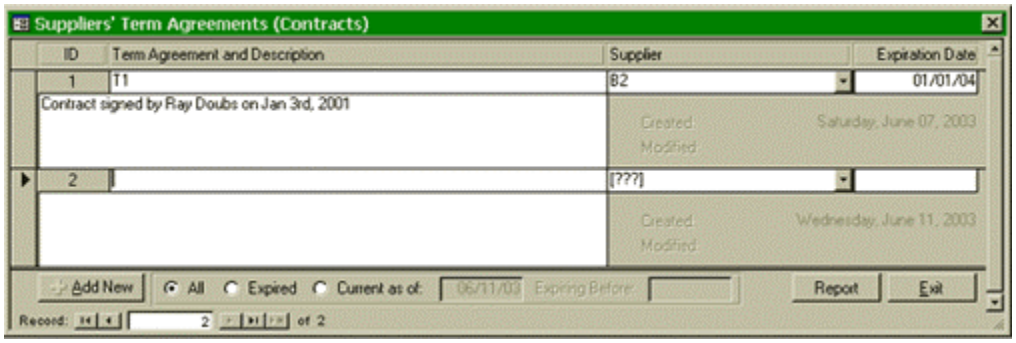
6.18 Supplier Screen Functions

The Supplier screen can be accessed from the Purchasing/Suppliers menu. The screen has the following functions:

- The Binoculars button. This button will take you to the new Search screen for suppliers.
- The Copy to New button copies current record into a new one. You are prompted for a new supplier id when using this function.
- The Copy to Customer button will copy current supplier record into a new customer record. You are prompted for a new customer id when sing this function.
- The Catalog button opens the Supplier Catalog screen and filters the screen by current supplier. Normally you would access the Supplier Catalog screen from the Purchasing menu.
- The Terms Agreement button brings you to the Supplier Terms Agreement screen and filters the screen by current supplier. Normally you would access this screen from the Purchasing menu. The supplier terms agreements or contracts are widely used by government requisition departments and larger businesses.
- The Report button prints a report for all suppliers in the database.

6.19 Supplier Term Agreements

This screen is accessed from the Purchasing/Term Agreements menu.



The screen allows you to specify term agreements for suppliers. Term Agreements, in Almyta Control System, are defined as contracts with a vendor(s) for specific items and time periods. For example, supplier ‘BDS’ has a term agreements number A542. A542 is for you to purchase items 001, 946, and 120A from BDS for the next year. So you would need to reflect these details in the Supplier Term Agreement screen as follows:

1. Add a new term agreement name.
2. Select the supplier the agreement applies to.
3. Enter your expiration date.
4. Type in a detailed description of the term agreement.
5. Save.
6. Then go into the **Supplier's Catalog**.
7. Populate the supplier's catalog for the terms agreement to create the relationship between the contract and the items the contract is for.

In the Term Agreements screen, you can view expired, current, or all term agreements by using the radio buttons on the bottom of the screen. Using current also all historical or future references by entering data ranges. For example if you select current, you would enter the following. In the "As of" field, enter the date the agreement was current (in the example, 11/1/01). In the "Expiring Before" field, enter the date the contacts will expire before (11/01/02). Then this will show all Term Agreements that are valid as of the 1st of November but will in expire the next year.

You can also click the "Report" button to print out of a copy of the term agreements on the screen.

6.20 Expired Term Agreements

On the suppliers catalog, a term agreement will change it status to Expired when the contract is no longer valid. When you click the dropdown arrow in the Term Agreement field when a term agreements says expired, it will display the ID of the Term Agreement. Expired Term Agreements will remain in your system. If you wish, you can filter out the expired items so you do not have to scroll through them.

Chapter 7 - Purchasing Utilities

Purchasing Utilities lets you make changes to your reorder settings without manually changing your levels item by item. For example, if you want to change the lead time on items received from Supplier ABC, rather than going through your "Item Master List" changing one item at a time, you can use Purchasing Utilities to make one system-wide change.

7.1 Global Changes to Reorder Levels

1. Under "Purchasing" on the main menu, select "Utilities."
2. Choose the items that you want to be affected by the change.
   - Use the fields at the top of the window to filter your inventory. For example, you can choose to change the settings of items received from a certain supplier, items that have a particular ID, or items that were received during a certain period of time (and are still in stock).
   - If you do not fill in one of the filter fields, the change will apply to all of your current inventory.
3. Choose what you want to change about the items.
4. Select one of the tabs (explained below).
5. Enter the new level (numeral only) in the field at the bottom left of the window.
6. Click "Set [utility]" at the bottom right of the window.
7. A window will appear showing the item IDs, the old levels, the new levels, and a note describing the change that you're making. If these changes are correct, click "Apply"; if not, click "Discard."

7.2 Changing Purchasing Utilities

Select "Utilities" under "Purchasing" on the main menu. Enter information on the following tabs:

- **Lead time—**the amount of time in days required for items to be received from the supplier after they are ordered.
- **Units per pack—**the number of individual units stored in a particular package. For example, someone that ships shirts may count each shirt as an individual item but transport large shipments in cartons that contain 100 shirts each. This user would enter "100" because there are 100 units in each larger package.
- **Economic order—**indicates the multiple in which items need to be ordered (usually because of how they are being shipped or packed). For example, if units are being shipped in larger containers that hold 5 units each, the economic order is 5.
- **Reorder level—**the minimum level of inventory allowed before the item must be reordered and will appear on the "Items to Order" report.
- **Fill to level—**the maximum level of inventory that will be kept on hand. More items may be ordered if some inventory is already committed.
- **Monthly demand**—you can enter the monthly demand or have Almyta Control System calculate it for you.

7.3 Generating Purchase Orders

Once you have set reorder levels for your inventory, you can use Almyta Control System to generate purchase orders. These will only be accurate if you have all the appropriate fields populated for all of your items. For example, the main supplier must be populated for the item or all items with this field blank will be combined on one purchase order.

1. Choose the "Make Purchase Orders" tab on the "Purchasing Utilities" screen.

2. Using the filters at the top of the window, choose the inventory items for which you want purchase orders to be generated.
3. Specify an end date—Almyta Control System will calculate what needs to be ordered to guarantee sufficient stock through that date.
4. Click “View Suggested Purchase Orders.”

Almyta Control System will calculate what you need to order based on the reorder levels that you specified and the end date that you set. If you agree with the suggestions, click “Apply.” Almyta Control System will create the necessary purchase orders—all you need to do is go to “Purchasing” and approve them.

Chapter 8 - Shipping

Almyta Control System's Shipping module lets you add, track, and maintain shipping orders. You can create orders to direct product delivery to any number of customer locations.

8.1 Shipping Order Screen

8.1.1 Shipping Order Header

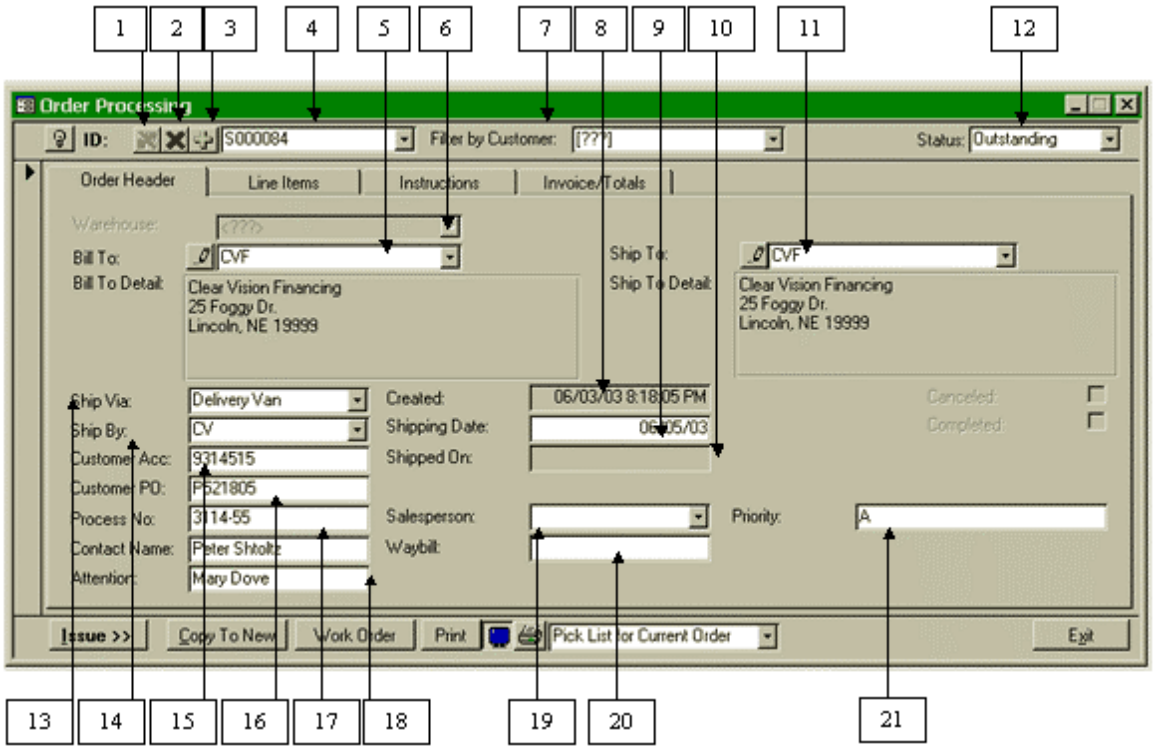


Figure 8.1.1 - Order Processing Screen, Order Header Tab

Label	Description
1. Return	Used to cancel orders that have already been shipped.
2. Cancel	Used to cancel orders before they have been shipped.
3. Add	Used to add a new order.
4. Order #	Identifies the shipping order by number. Useful for fast order browsing and selection.
5. Bill To	A “Bill to” address.
6. Warehouse	Identifies a shipping warehouse when multiple warehouses are enabled (Options screen, System tab).
7. Filter	Filters orders by customer.
8. Created	Order creation date.
9. Ship. Date	Ship by this date or shipping scheduled date.
10. Shipped	The date and time when the order was actually shipped.
11. Ship To	The “Ship to” or Delivery address.
12. Status Filter	There are three selections: Outstanding, Shipped, and Canceled. Only one group of

	orders can be viewed at a time.
13. Ship Via	This field is intended for the method of transportation—for example, truck, rail, and so on. This is the same list used in purchase orders.
14. Ship By	This field is the carrier name, such as the name of the trucking company or overnight service company.
15. Customer Account	Text entry field intended for a customer account number. Usually used if there is more than one computer system in your company.
16. Customer. PO	Text entry field for a customer purchase order number for this shipping order.
17. Process No.	Text entry field for a process number. Process number is used in third party logistics, for example.
18.Contact Name & Attention	The name of the person who requested the order and the one who the order should be given to when it arrives at the customer's site.
19. Salesperson	The salesperson from your company who sold the merchandise or is assigned to that customer, pulling employees from the "Users" list. This screen is accessed from System/System Related Lists/Users menu.
20. Waybill	Text entry field for a waybill number, if applicable.
21. Priority	This is a text entry field for adding a note concerning the priority of the order.

8.1.2 Line Items Tab

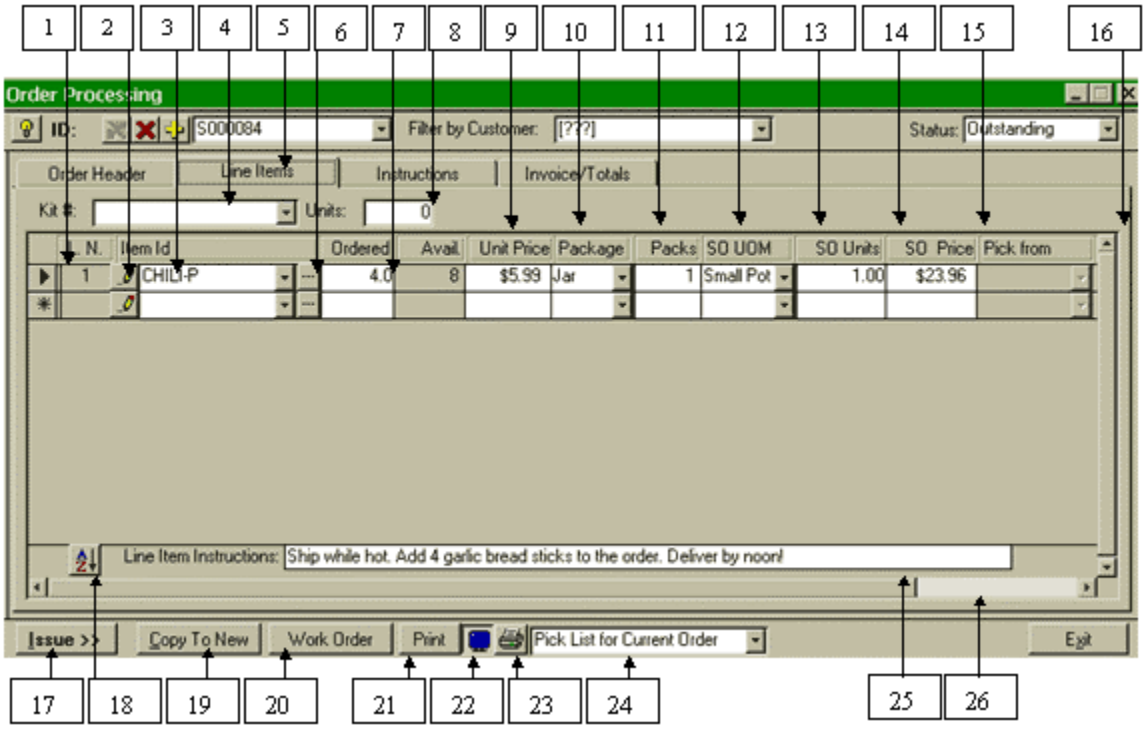


Figure 8.1.2 - Order Processing Screen, Line Items Tab

Label	Description
1. Line Item Number	Each line item is automatically numbered for reference.
2. Item Master List shortcut button	Opens the Item Master List and scrolls to the current part.
3. Item ID	Choose an item ID from the dropdown box. To add an item to the dropdown list,

	click the Pencil icon—you will need to refresh the field after adding an item.
4. Kit #	There are two ways to ship kits. The first one is to assemble and ship only the single item id that is the kit id or assembly. The second one lets you ship components without prior assembly. Select a kit and specify the number of ordered units. All components will be listed in the shipping order in this case. The Packing Slip will show all components as well.
5. Line Items Tab	Tab that contains information about the items being shipped.
6. Fast Browse	Fast part browse button. Search by description or item id.
7. Ordered/Available	Number of units to ship and number of available units.
8. Number of Kits	Number of kits to ship. If kit number (4) is specified), each kit component quantity will be multiplied by this number. Example: if there are 3 identical postcards to go to the kit and 5 kits are shipped, a line item with 15 postcards will be added to the order.
9. Unit Price	Will fill automatically with the unit price listed on the Item Master List; however, it can be edited if necessary.
10. Package	Tells you how the units are packaged—for example, in boxes, cartons, cans, etc. This field tells the warehouse staff what sort of container to look for when they are loading the shipment.
11. Packages	Refers to how many packages comprise the shipment. For example, if you are shipping 5,000 units in 5 boxes of 1,000 each, enter "5" in the "Packages" field. This field lets the recipient of the shipment check the shipment for accuracy when it arrives.
12. SO UOM	This will default to the standard UOM on the Item Master List. If you are converting these to a different unit of measure for shipping to the customer, select the new shipping order unit of measure here.
13. SO Units	The SO units will automatically calculate based on the amount in the ordered field and the conversion on the "Unit of Measure" list.
14. SO Price	The SO units will automatically calculate based on the amount in the ordered field, the price given to the standard unit of measure, and the conversion on the "Unit of Measure" list.
15. Pick From	Allows the user to specify where in the warehouse the units being shipped should be taken from. To activate this feature, go to System/Administrative Tools/Options screen. Switch to the Shipping tab. Select "Office Specifies Preferred Pickup Location" for the Loading Scheme field.
16. Shipped & Amount	There are two hidden fields: Shipped Units and Line Item Amount. To see the fields, use the horizontal scrollbar (17).
17. Issue button	Starts the shipping process.
18. Sort	Reorders item ids in alphabetical order and reassigns line item numbers correspondingly.
19. Copy to New	3. Copies the order to a new one. The new order created will have all the line item information as well as shipping information with a different order number.
20. Work Order	4. For a finished product that must be assembled, click here to create the necessary work order. This is the kit pre-assembly mentioned in item 4 above. The Work Orders for kit assemblies can be created independently as well.
21. Print or Preview button.	Outputs a document depending on selections below.
22. Preview	Shows a document on screen.
23.Printer	Sends a document to the Windows default printer.
24. Document Type	A list of available documents: pick lists, packing slips, etc.
25. Line Item Instructions	Optional special remarks or instructions about the unit selected in this field.
26. Horizontal Scrollbar	Scroll to the right to see more fields.

8.2 Add a New Shipping Order

Follow these steps to add a new shipping order. There are many instances when you may wish to add a shipping order without issuing it. For example, if you got an order on Tuesday that wasn't supposed to ship for two weeks, you would enter it into Shipping Orders before it needed to be issued for two reasons: (1) so you don't forget it and (2) for planning purposes (to avoid out of stock items and follow your customer demand). You can use the information in the Shipping module to plan your inbound and outbound schedules.

1. From the main menu bar select "Shipping" and then select "Order Processing."
2. Click on the "Add New" button next to the "Order" field. Click the "Yes" button on the pop up box that displays. Depending on your "Numbers" settings, the system will either assign a number to the new order automatically or will ask you to enter a new number. See the "Numbers" heading of section 4.1 for information about changing your numbering system. The "Order Processing" screen has the following tabs: "Order Header," "Line Items," "Instructions," and "Invoice/Totals." The "Order Header" section displays first.
3. The "Order Header" tab collects information about the shipment itself. Use the "Customer PO" and "Process no." fields to collect order-specific numbers generally supplied by the customer.
4. Click on the "Line Items" tab. This section collects information about the inventory items that you are shipping. (See section 8.1 for an illustration of this screen and an explanation of the fields on it.)
5. Type the item ID into the "Item ID" field. If you do not know the item ID, click on the down arrow to the right of the field.
6. Tab to the "Quantity" field and type in the number of items you want to ship. The "Shipped" field is a system-generated information field. This field tells whether or not the order has been shipped.
7. Click on the "Special Handling Instructions" field and type in any instructions for the packers. This is not a required field.
   See section 8.7 if you will be entering conversions.
8. Click on the "Instructions" tab if you want to type special instructions to the shippers. This is not a required field.
9. Click on the "Invoice/Totals" tab at add terms, memos, and pricing information.
10. Save if you do not want to issue this order now, or click "Issue" and continue to step 4 below.

8.3 Issue an Existing Shipping Order

Follow these steps to issue an existing shipping order.

1. From the main menu bar select "Shipping" and then select "Order Processing."
2. Choose the correct shipping order. You can click on the arrow to the right of the filter by the "Supplier" field to narrow your shipping order list by suppliers.
3. When you have the correct order on your screen, click the "Issue" button located at the bottom left side of the screen. The "Issue Inventory" screen displays.
4. Tab to the "Wrhe Location" field and select the location from which you wish to ship the item(s). Double click on the field or click on the icon to the right of the field to display the current list of locations. Highlight the location and click "Select." The program can fill in the "Location" field for you if you are storing the item in only one location in your warehouse. Simply click "Load" and then "Yes" in the pop up box that appears. However, if you are storing the item in multiple locations, the program will return an error message and you will need to fill the "Location" field manually.
5. Click on the "Issue" button located at the bottom left of the screen. A pop up box displays reminding you that the items were issued. Click "OK" to continue. The packing slip will automatically be printed at your default printer.

8.4 Edit an Existing Shipping Order

Follow these steps to add or delete items on an existing shipping order.

1. From the main menu bar select “Shipping” and then select “Order Processing.”
2. Use the down arrow in the “Order” field to select the order number of the order you wish to change.
3. Click the “Line Items” tab. To add a line item, simply move your cursor to the blank line and enter information for the item. To delete a line item, place your cursor on the line you want to delete, right click, and choose “Cut” from the dropdown menu. However, **delete with caution. Once you delete an item from a shipping order, the change is permanent.**
4. Follow the procedure listed under “Issue an Existing Shipping Order” beginning with step 4.
5. Almyta Control System will automatically generate a new packing list.

8.5 Cancel a Shipping Order

Follow these steps to cancel a shipping order before it has been issued:

1. From the main menu bar select “Shipping.” A pop up box displays.
2. Select “Order Processing.” The “Order Processing” screen displays.
3. Click on the red X button next to the “Order” field. A pop up box displays asking you to confirm your choice.
4. Click the “Yes” button. The “Order Processing” screen redisplays with the previous sequential order.

Follow these steps to return a shipping order after it has been issued:

1. From the main menu bar select “Shipping” and then select “Order Processing.”
2. Set the filter to display shipped orders only.
3. Locate your order using the dropdown box. Be sure you have found the correct order.
4. Click the Crossed Hand button.
5. A message appears stating, “This shipment will be canceled. Shipping history will be adjusted, ALL shipped items returned to inventory, the order status set back to Outstanding, and current On Hand/Committed position recalculated. You will need to return all items to their original warehouse locations. Continue?” Click “Yes.”
6. A confirmation box will display. Click “OK.” You will be on the “Parts Active” screen.
7. Click the “Move” button and move the items back to the correct warehouse location.

The shipment is now canceled. The order will remain active unless you follow the steps above for canceling a shipping order before it has been issued.

8.6 Ship to One Location, Bill to a Different Location

You may sometimes want to ship to one customer's address but bill to another’s. In such a case, you will need to change your system options. Follow the steps below.

1. From the main menu bar select “System/Administrative Tools/Options.”
2. Click on the “Shipping/Issues” tab.
3. Click the “Ship To/Bill To Unlinked” box so that a check mark appears in this box.
4. Click the “Apply” button at the bottom of the screen. The system will reinitialize.
5. Click “OK.”

After this change has been made to the system options, when you enter a new order in “Order Processing,” you will be able to select a bill to address then go to the “Ship to” field and select any ship to from your list.

Remember, all billing and shipping addresses need to be entered in the "Customers/Contacts" list before they will appear on the shipping screen. See section 3.5 for instructions on how to edit this list.

8.7 Unit of Measure Conversions

The "Unit of Measure" field on the "Item Master List" screen is used to define how you count your inventory—for example, each, feet, pounds, and ounces. Almyta Control System will allow, for example, an item to be inventoried as feet but shipped in yards. This can be used when your customer requires the items be ordered in a larger or smaller unit of measure than you use to store them.
You must enter the conversion factors of different units in the "Unit of Measure" list prior to being able to use this feature. Almyta Control System will be able to convert units of measure automatically once you complete the steps in section 5.17.

Follow these steps to use the conversions on a shipping order.

1. When you add a shipping order as shown in section 8.2 of this chapter, you would add the item ID of the item you are ordering.
2. Type in the quantity you are ordering in the "Ordered" field.
3. The unit price will automatically display pulling from the "Item Master List Price" field. The price can be changed for this item on the shipping order by typing over the price from the Item Master List. This will not change the price on the "Item Master List Price" field for this item.
4. The "Package" and "Packs" fields will automatically populate based on the Item Master List.
5. The "SO UOM" will default to the unit of measure selected for that item on the Item Master List. When using conversions, change the "SO UOM" to the one you plan to ship in.
6. Almyta Control System will automatically calculate the "SO Units" field and "SO Price" based on the "Ordered" amount and the conversion you have set up in the "Unit of Measure" list.
7. The packing slip prints the fields relating to the SO, not the standard fields on the Item Master List.

8.8 Customers and Contacts

In Almyta Control System a "Customer" is defined as someone to whom you sell or ship products. A "Contact" is a person you have spoken to about selling or shipping products but from whom you have never received an order to date. Customers or contacts can be external or internal. Other departments within your company to whom you send products can be considered customers in Almyta Control System. To go to the "Customer" screen, go to "Shipping" and select "Customers and Contacts."

8.9 Customer Screen

The definitions of the fields on the Customer (Bill To/Ship To Address) screen are listed below.

8.9.1 Customer Header Tab

Label	Description
Company Name	The name of the customer's company.
Primary Contact	The main person who deals with your company. An option in the "Administrative Tools/Options" screen will have these contact fields display on a shipping order when an order is placed and the customer is selected as a ship to. This is used to confirm that only authorized personnel call in orders.
Primary Contact Title	The title of the primary contact.

Add. Contact	Additional person at the customer's company.
Add. Contact Title	The title of the additional contact.
Address Related	Their mailing address.
Is a Customer?	If this is not checked, the company is a contact and has never placed an order with your company. If a contact places an order, Almyta Control System will automatically check this.
Telephone, Fax	Telephone and fax numbers to use to contact the customer.
Email	The email address of your primary contact. This is a link. When clicked, it will automatically open your email tool with their address in the "To: " line.
Website	The website of the customer. This is a link. When clicked, you will go to their website if an Internet connection is present.
Account Number	Typically used for a freight account number.
Ship To Record of Bill To	This is used when bill to addresses and ship to addresses are linked. Refer to section 8.6 for more information.

8.9.2 More Tab

Label	**Description**
Terms	Use this field to set a default payment term with this customer. Each time you ship an order to this customer, the invoice will reflect the payment term you select here. You can override this on a shipping order.
Ship Via	Use this field to set a default method of transportation the customer prefers. Each time they enter an order, this ship via will populate on the shipping order. You can override this on an order when desirable.
Default Invoice Memo	Use this field to set a default memo to print on the invoice. Each time they enter an order, the printed invoice will have this memo on it. You can override this on an order if needed.
Tax	Set a special sales tax for the customer so you don't have to enter this on each shipping order.
Use Special Logo	If you have multiple logos for different customers, you can set a default. When shipping documents are printed, the system will use this logo.
Sales Rep 1, 2, 3	These fields let you assign salespersons to customers. The fields reference the "Users" list.

8.9.3 Notes and Status Tab

This tab gives you extra space to type more notes about the customer. There is also space to enter unloading hours.

8.9.4 History Tab

The "History" tab contains a listing of the customer's activity. When an order is entered for a customer, Almyta Control System automatically enters this into the history. Then at any point in time you can go and view shipped, canceled, or outstanding orders for a specific customer. If you want to view the history of a specific customer, simply go to their customer record. Click the "History" tab. Then scroll through the entries. To view an order, select the history record and click the "View Order" button. This will take you to

the “Order Processing” screen. This screen lets you enter any needed notes. On the “History” tab, there is an “Add new” button. When clicked, the system gives you a new record to type any notes you wish to make for future reference. This can be used to note a call when someone was looking for a shipment or a note that they have changed an address or contact person.

8.9.5 Custom Tab

This tab has additional hidden fields to use if you need to capture more data about your customer. For example, these fields can be used to keep key marketing information. See Chapter 16—Customizing for more information on customizing.

8.10 Searching for a Customer or Contact

The “Search” screen in shipping helps the user find a customer or contact ID. To access the “Search” screen click on “Shipping” from the main menu and then select “Search Customers.” This screen lets you search for an item in up to seven different ways.
A helpful tool when searching is the wild card (*). The wild card lets you enter partial information when searching for an item. For example, if you know that the company starts with the word “pencil” but you are not sure of how the rest of the company was entered for the customer ID, a wild card will come in handy. In the “Description” field, you would type “pencil*”. This tells Almyta Control System that the customer name starts with “pencil.” If you know that it ends in “pencil,” you can type “*pencil” and the system will return any customer ending with “pencil.” If you know only that “pencil” is somewhere in the company, then type “*pencil*”. The system will look for anything with “pencil” in it. This works with all search options.

To use the search, follow the tips below.

1. Enter the criteria you know about what you are looking for.

*Customer ID	*Company
*Contact	*Address
*Phone	

2. Click the “Search” button.
3. The results are displayed on the “Results” tab.
4. To start a new search immediately, click back to the “Filters” tab. You can click the “Clear” button at the bottom of the screen to erase previously inputted fields.
5. You can also print a list, print labels, or export the search results. You must do this from the “Filters” tab.
   - If you click the “Print List” button, the system will prompt for you to name the report and it will print it to screen (print preview). You can then print to your printer.
   - If you click the “Print Labels” button, a label selection screen appears. Double click the label you wish to print. The labels will print to screen and print from the screen.
   - If you click the “Save for Export” button, the system will prompt you to enter a name for the report. Then you will be transferred to the “Data Import, Export, and Publishing” screen. The report name you entered appears in the “Report Name” field. On this screen you can export to the following:
     - Preview report
     - Send a report to a text file
     - Send a report to printer- prints to default printer
     - Create HTML page
     - Output a report data into Excel file
6. If you locate the customer and you wish to enter an order from here, you can select the customer and click the “Create order” button.

Other functions of this search screen can be found in section 5.16 and Chapter 8—Shipping.

- **Note:** The "SQL (advanced)" tab on this search screen is for programmers with SQL language knowledge only. Do not attempt to change this statement or it may return incorrect results.

8.11 Printing a Quote

Almyta Control System will print a quote for a shipping order. When system security is initialized, there is an option for approving shipping orders. If a shipping order has not been approved and you print an invoice, the invoice will print out titled "Quote" instead of "Invoice." If you have system security turned off, the order will remain a quote only as long as it has not shipped. To print a quote, follow the instructions in section 8.12 for printing an invoice.

8.12 Printing an Invoice

Almyta Control System will print an invoice for each shipping order that has shipped. If an order has not shipped, it will print out as a quote instead of an invoice. To print an invoice on a shipped order, follow the instructions below.

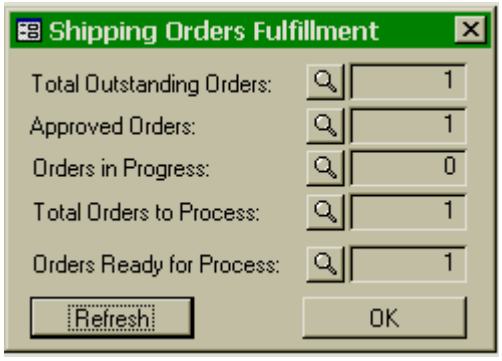
1. Click on "Shipping" and then "Order Processing."
2. Go to the "Filter by Order Status" and select "Completed."
3. Locate the order you wish to print the invoice for in the "Order ID" field.
4. Go to the "Print Options Box" and locate "Print an Invoice" in the dropdown list box.
5. Select the printer icon button or the screen button based on whether you want to print to a printer or preview the invoice on your screen.
6. Click the "Print" button.

8.13 Order Fulfillment

"Order Fulfillment" will allow you to view all outstanding shipping orders by their status and print and process shipping documents for more than one order at a time. To use the "Order Fulfillment" screen follow the instructions below.

Viewing Orders Through Order Fulfillment

1. Go to "Shipping" and then select "Order Fulfillment. " The "Order Fulfillment" screen will display as shown below.



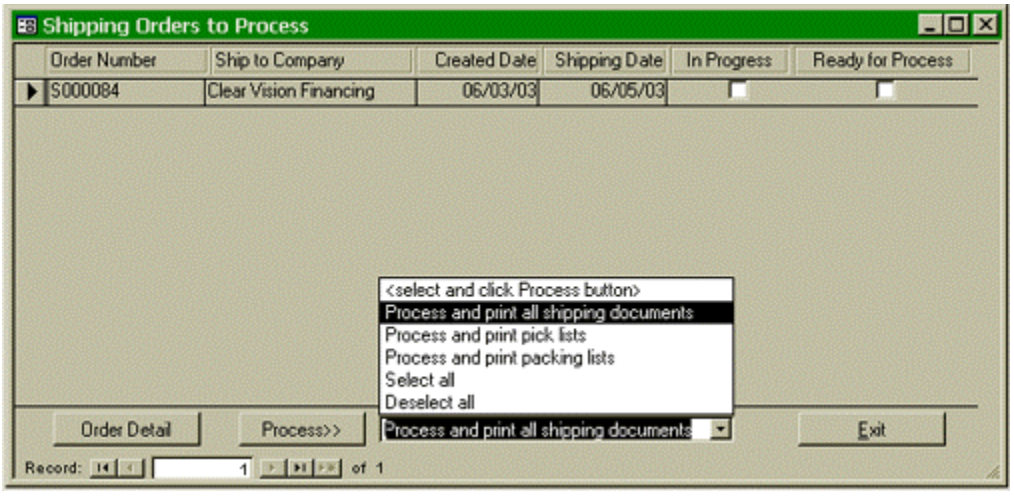
2. Five categories of orders are placed on this screen.
   - "Total Outstanding Orders" shows the total number of outstanding orders.
   - "Approved Orders" shows how many outstanding orders have been marked "approved" by a person with the authorization to do so. This is only applicable when security is enabled and order approval is required.

- "Orders in Progress" shows how many orders have been processed. "Processed" in Almyta Control System means the order has been marked as processed because the paperwork was printed (pick slips or packing lists).
- "Total Orders to Process" shows the number of outstanding orders that have not been processed yet.
- "Orders Ready for Process" shows the orders that can be fully or partially processed (depending upon your settings pertaining to partial orders) based on the inventory in stock to ship.

3. Click the magnifying glass beside the any of the five categories to view the orders.
4. You can then click the "Detail" button to view the order in the "Item Master List" if needed. **Note:** If you plan to keep this screen open for an extended period of time, you can click the "Refresh" button to show the progress as the day continues.

Processing Multiple Orders

1. Once in the "Order Fulfillment" screen, click on the magnifying glass for "Orders Ready to Process." All orders will display.
2. Mark the orders you are planning to process by either:
   - Checking the box "Ready for Process."
   - Or, using the dropdown list box in the bottom middle of the screen, choose "Select All." Then click the "Process" button and Almyta Control System will automatically select all orders that can be shipped.
3. As displayed below, select the documents to print in the dropdown list box at the bottom of the screen.
   - "Process and print all shipping documents" will process all marked orders and print both the pick list and packing slip for each order.
   - "Process and print pick lists" will process and print only the pick list of locations from which to select the items.
   - "Process and print all packing lists" will print only the packing lists to accompany the shipment of the order.
4. Click the "Process" button. All documents will print out.
5. After orders are picked, issue each order individually in the "Order Processing" screen.



8.14 Viewing Archived Shipping Orders

Shipping orders archive automatically when they are issued. If your screen does not reflect this, exit and then reenter the screen. To view an archived order:

1. From the main menu bar select “Shipping” and then select “Order Processing.”
2. Set the filter to display only shipped orders.
3. Locate the order number you are looking for by using the dropdown box in the “Order” field.

Note: Once an order has been archived (shipped) you cannot change it unless you cancel the shipment (see above).

8.15 Shipping Reports

In addition to a packing list, you can generate the following types of shipping reports directly from the “Order Processing” screen.

- Pick List for Current Orders
- Pick List and Packing Slip
- Pick List for All Orders
- Today’s Order List
- Outstanding Orders
- Complete Orders
- Canceled Orders
- Reprint Packing Slips
- Invoice

At the bottom of the “Order Processing” screen is a dropdown list box containing the choices listed above. You can print the choice to your printer by selecting the “Printer” button or view the item on screen by selecting the “Screen” button.

These reports are also available under the “Shipping” heading of “Reports” on the main menu. See Chapter 14—Reports for more information on using and generating reports.

Chapter 9 - Warehouse Appointments

Warehouse Appointments offers an alternative to Purchasing, allowing you to organize your delivery schedule without creating purchase orders for goods that you plan to receive. A single receipt is generally entered into either the Purchasing or the Warehouse Appointments, but not both. Using both would cause unnecessary data duplication and would result in the same delivery appearing in two separate areas of your system. For example, if the same warehouse receives deliveries both from outside vendors and from a mill of manufacture within its own company, this warehouse would use Warehouse Appointments to schedule deliveries from the mill of manufacture and Purchasing to track deliveries of goods that were purchased from outside vendors. You can use Almyta Control System's Warehouse Appointments to enter appointment-specific information about suppliers, carriers, creation and delivery dates, reference and process numbers, and specific handling instructions. You can also capture instructions for any special dock door, equipment needs, or special warehouse location needed to facilitate proper put away or cross docking. Warehouse Appointments can also be used to track information about your suppliers. For example, you can record the number of late or under-supplied shipments you receive from a specific supplier as well as recognize which of your suppliers are consistently on time.

9.1 Warehouse Appointments Screen

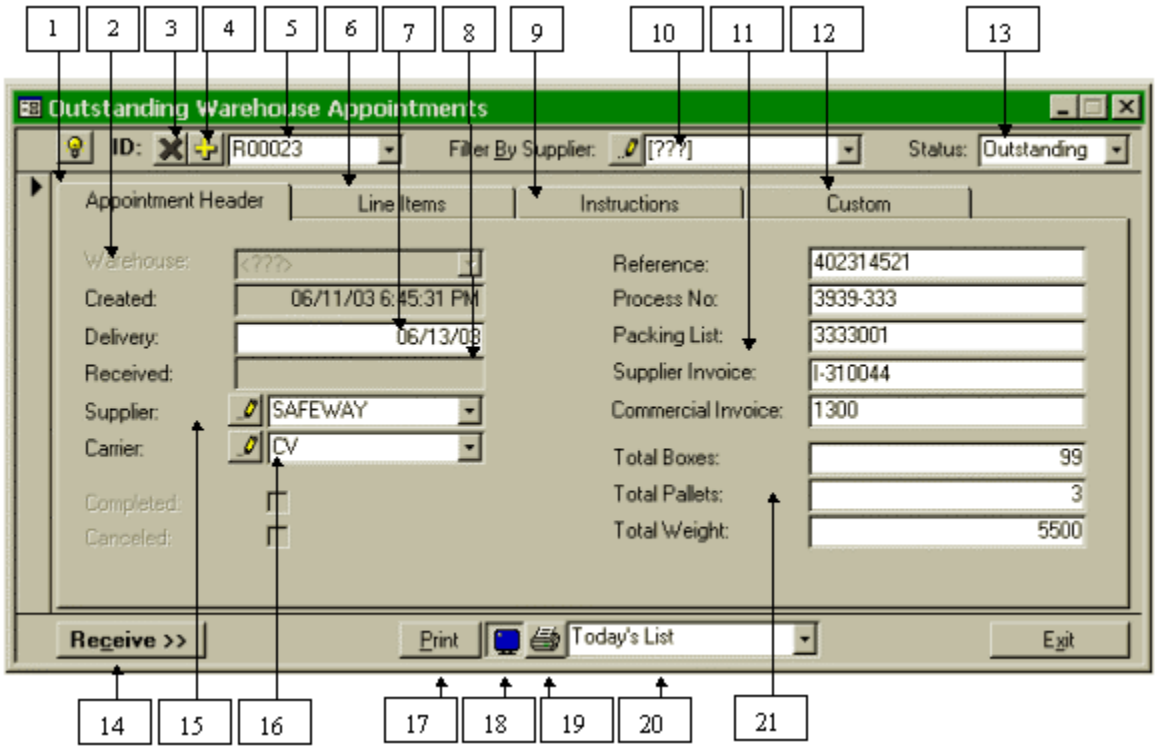


Figure 9.1 - Warehouse Appointments Screen

Label	Description
1. Appointment Header	The “Appointments” screen is broken up into four tabs. The “Appointment” header contains most of the details about the appointment itself.
2. Warehouse	If you are using the multiple warehouses feature (Options screen, System tab), you

	will need to select which warehouse the appointment is for. You must enter all your warehouses in the "Inventory Locations" list in order for them to appear in this list box. See Section 3.2 for information on how to set up and edit this list.
3. Cancel	Click this to cancel a current appointment. Cancel orders with caution because you cannot return them to outstanding status.
4. Add New	Click this to add a new appointment. The system will assign a new appointment number or prompt you to enter one based upon your "Administrative Tools/Options" setting for appointment numbering. See the "Numbers" heading of Section 4.1 for more information on numbering within Almyta Control System.
5. Appointment Number	This is the list of all appointments that fall under the status currently on the screen. If "Outstanding" is selected, this box will contain all outstanding appointments.
6. Line Items Tab	The "Line Items" tab is where you will enter the items on the inbound warehouse appointment. On this tab, you can enter serial numbers for the items, the number of units, and expiration dates. This information will be stored with the unit when it is received into inventory.
7. Delivery	Quoted shipment delivery date.
8. Actual Delivery	Actual delivery date. It is populated automatically at a warehouse appointment receiving time.
9. Instructions Tab	This tab has a large text field for entering any receiving notes the warehouse staff may need.
10. Filter By Supplier	Filters are ways of separating data based on a value you select in this field. You can filter by supplier in this module. If you select a supplier in this field it will show you the appointments for the supplier you select. The order status also plays a factor in this. If "Completed" is selected as the order status and "Supplier ABC" is selected in the "Filter" field, the "Appointment" list box will only contain orders that have been completed for Supplier ABC.
11. Additional Information Fields	These fields are all alphanumeric text fields. They can be used to type in information about the appointment. None are required fields.
12. Custom Tab	The "Custom" tab contains fields that can be activated and named. You can use these to store more information about your appointment. To make fields visible, go to the Custom tab and click on the "Click" hyperlink. To make a field visible, right-click it and select "customize" from a popup menu. Rename the field and assign appropriate attributes.
13. Status filter	The "Status" box has three choices: "Canceled," "Received," or "Outstanding." "Outstanding" is the default; when you open appointments, "Outstanding" will always display. The status selected here filters the orders you will see in the "Appointment No." field.
14. Receive button	Starts the receiving process.
15. Supplier	For third party logistics businesses, "Supplier" is a client. Choose the supplier that is shipping the items from the list box that appears in this field. See Section 3.3 for information on compiling and editing the list of suppliers that appear in the field. Please note that in order to assign a supplier to a particular item in Warehouse Appointments, the supplier and the item must already be associated on your Item Master List. See Section 5.1 for information on assigning a supplier to an item.
16 Carrier	The "Carrier" field is a list box shared with shipping. Choose the company that is transporting your stock—in order for a carrier to appear in this list box, it must be entered in your "Carriers" list. See Section 3.5 for information on creating and editing this list.
17. Print or Preview button.	Outputs a document depending on selections below.
18. Preview	Shows a document on screen.
19.Printer	Send a document to the Windows default printer.
20. Document Type	A list of available documents: pick lists, packing slips, etc.
Total Boxes/ Total Pallets/	Enter information about the number of boxes, the number of pallets, and the weight of the expected shipment in these fields.

Total Weight	

9.2 Create a new Warehouse Appointment

Create a warehouse appointment as soon as you know the scheduled delivery date for a shipment. Then, when the shipment is actually delivered, you can receive the items into inventory directly from the "Warehouse Appointments" screen while at the same time updating the status of the appointment to "Complete."

Follow these steps to create a new warehouse appointment.

1. From the main menu bar select "Purchasing," then select "Warehouse Appointments."
2. Click the "Add New" button. Click "Yes" to confirm your choice.
3. Depending on your numberings settings, Almyta Control System will either generate a new appointment number or will prompt you to enter a number for the new appointment. See the "Numbers" heading of Section 4.1 for information on numbering schemes in Almyta Control System.
4. Enter information about the scheduled delivery on the "Appointment Header" tab.
5. Click on the "Line Items" tab. This tab collects information about each line item contained in the shipment. If you do not have this information yet, skip to the next step.
   - **Item ID:** Type the item ID listed on the packing slip.
   - **Units:** Type in the number of units scheduled to arrive.
   - **Packages:** Type in the number of packages you will be receiving.
   - **Serial:** Type in the serial number.
   - **Serial 2:** Type in the second serial number if applicable.
   - **Expiration:** Type in the expiration date if applicable.
6. Click on the "Instructions" tab. Use this tab to specify detailed instructions regarding the shipment. This field can help to track abnormal requests.
7. Save your new appointment.

9.3 Receive an Existing Warehouse Appointment

Follow these steps to find and modify an existing warehouse appointment. This function can be especially useful when changes are made to appointments at the last minute.

1. Go to "Warehouse Appointments" and locate your appointment.
2. If you have not yet completed the "Line Items" tab for the appointment, see step 5 above.
3. Verify all information listed with the appointment against the load itself or a packing slip depending upon your procedure.
4. Click on the "Receive" button located at the bottom left side of the screen. Almyta Control System takes you to the general receiving screen with the adjustment code already populated.
5. Information can also be edited on the receiving screen. See Sections 5.12 and 5.14 for more information about this screen.
6. Click the "Receive" button on the bottom of the screen. All items are received and the receiving screen closes.

9.4 Cancel a Warehouse Appointment

Use this function to cancel a warehouse appointment.

1. Go to "Warehouse Appointments" and locate your appointment.

2. Click on the “Cancel” button located to the right of the “Appointment Number” field. A pop up box will appear asking you to confirm your choice. Click “Yes.” The system displays the next outstanding warehouse appointment in chronological order.

9.5 Warehouse Appointments Reports

You can easily print the following reports. Use these reports to manage and optimize your receiving operations. You can plan for days when heavy or light receiving will occur. Additionally, if you diligently create appointments, using these reports will allow you to capture important statistical information. For example, you could track suppliers that are usually late or early and whether or not they are usually over- or undersupplied.

1. Outstanding (Future) Appointments
2. Received Items
3. Overdue Appointments (Missed)
4. Canceled Appointments
5. Today’s Appointments

To print appointment reports directly from the “Warehouse Appointments” screen:

1. From the main menu bar select “Purchasing,” then select “Warehouse Appointments.”
2. On the bottom middle of the screen there is a dropdown box. Select “Report” to print from the box.
3. Make sure the printer button is selected and click the “Print” button to the left of the dropdown box.

See Chapter 14—Reports for more information on the reports available through Almyta Control System.

Chapter 10 - Work Orders

Almyta Control System's versatile Work Orders System lets you perform the following functions:

- Schedule and track internal requests for work including preventative, emergency, and scheduled maintenance.
- Plan work against available human and inventory item resources.
- Associate each work order with an available asset.
- Automatically adjust the total number of inventory items when inventory items are specified in the work order for consumption.
- Generate detailed reports that among others include the current status of all outstanding work orders.
- Collect and maintain warranty information.
- Make a kit or assembled item.

10.1 Work Orders Screen

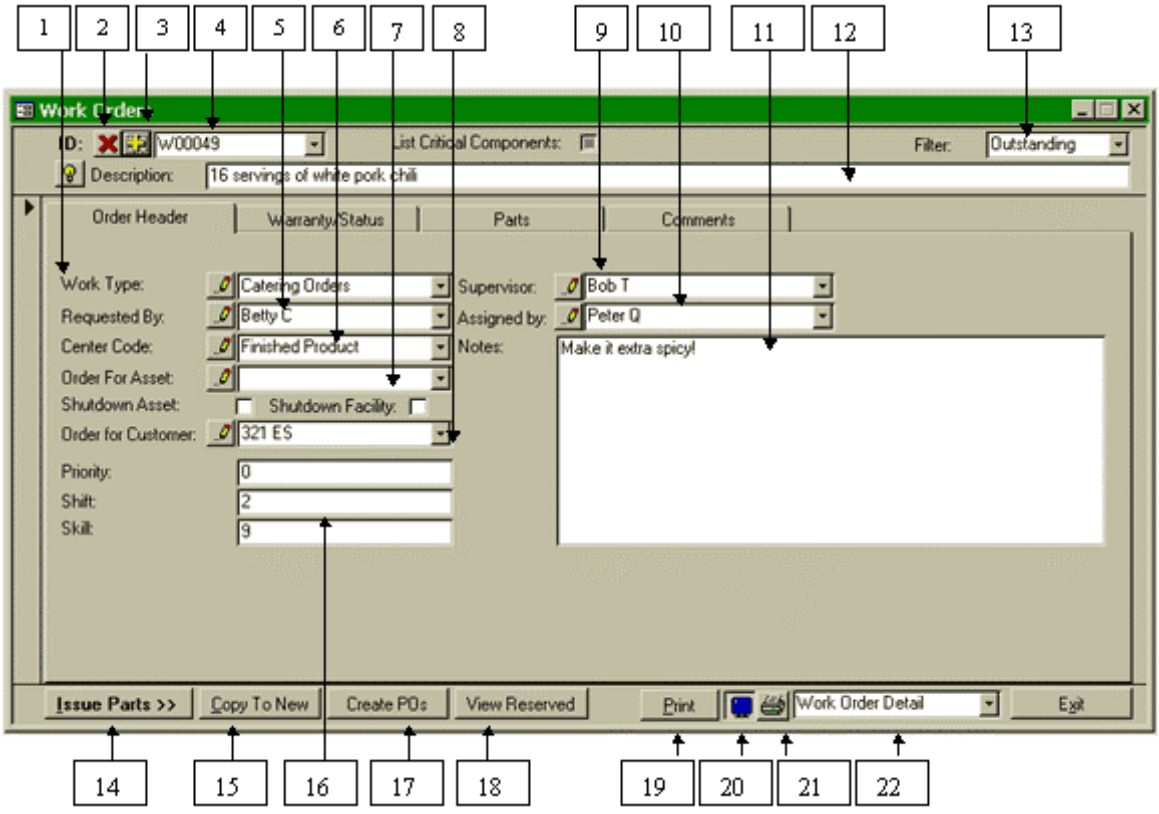


Figure 10.1 – Work Orders Screen

Label	Description
1. Work Order Type	Work order type is required for categorizing orders and separating them into logical groups.
2. Cancel button	Cancels current order. The order can be found later in canceled orders.

3. Add New button	Creates a new work order
4. Order ID.	Current work order number. Use the dropdown list to fast browse orders selected in the Filter field (13).
5. Requested	A name of the requesting person.
6. Center Code	Center code or cost center if any.
7. Asset	Select an asset if the order is a maintenance order for the asset.
8. Customer	Select a customer if it is a special assembly order.
9. Supervisor	Work Order supervisor.
10. Assigned by	The Work Order assigned or approved name.
11.Notes.	Free form notes up to 255 characters. Unlimited notes can be supplied in the Comments tab.
12. Description	The work order short description.
13. Filter	A dropdown box to filter orders by status. The status itself can be changed on the Warranty/Status tab.
14. Issue Parts	Starts issuing process for parts allocated to this order. Only parts for "open" orders can be issued.
15. Copy to New	Creates a new work order and exact copy of a current one. As with other order types, you can copy line items or just order headers.
16. Multiple Fields	Priority, Shift and Skill.
17. Create POs	If "use PO" is specified for any parts, this button will generate purchase orders.
18. View Reserved	If there are any parts received against purchase orders (16), they are becoming reserved for this particular work order. Such parts can be issued only against this work order.
19. Print or Preview button.	Outputs a document depending on selections below.
20. Preview	Shows a document on screen.
21.Printer	Send a document to the Windows default printer.
22. Document Type	A list of available documents: pick lists, packing slips, etc.

10.2 Creating a Work Order

1. Select "Work Orders" from the main menu and then select "Detailed Work Orders" from the dropdown menu that appears.
2. Click the "Add New" button.
3. Fill in the "Order Header" tab with information about the employees, skills, and type of work involved in the work order. None of this information is required but it is helpful in tracking the order later.
4. Fill in the "Warranty/Status" tab with information about the item being made and the date on which the work must be finished ("Required by"). The "Creation Date" field will automatically fill with today's date.
5. Fill in the "Parts" tab with the parts needed to carry out the work order. If you are assembling an item:
   - The item ID must be labeled a "make" on the "Item Master List."
   - All the components of the item must be listed on the "Item Master List" with their own item ID numbers.
   - It will be easier if the components are also listed as components of the finished product. (On the "Item Master List" entry for the finished product, choose "Components" from the "Operation" box—list all the component items on the screen that appears.)
6. Add any comments that you have on the "Comments" tab.
7. If work is beginning on the work order immediately, be sure to update the status on the "Warranty/Status" tab. Work orders must be approved before parts can be issued on this tab. Otherwise, you can exit the "Work Orders" screen now and come back when you need to update the work orders.

10.3 Maintaining Work Orders

The Work Orders tracks the entire life cycle of the work order from initial request through completion. Almyta Control System tracks each of the following states on the "Warranty/Status" tab of the "Work Orders" screen. Be sure to update the status of your work orders as they progress. The available statuses are:

- "Request:" a work order that has been requested but not yet approved. When an order has this status, parts cannot be issued until the order is changed to "approved" status.
- "Open:" a work order that has been approved.
- "Scheduled:" an approved work order that has a date assigned to begin work.
- "Started:" a work order that is currently in process but has not yet been completed.
- "Completed:" a work order that has been completed.
- "Canceled:" a work order that was canceled before it was completed. A work order can be canceled at any point in its life cycle.

If you issue the parts for a work order, its status will automatically change to "Completed."

10.4 Modifying a Work Order

Work orders can be modified at any time by returning to the screen that you used to create them.

1. Select "Work Orders" from the main menu and then select "Detailed Work Orders."
2. Enter the work order number or select one from the dropdown box (you can use the status dropdown box to narrow your selection).
3. Make any changes and then exit (Almyta Control System will save your changes automatically). If you are making any changes to the "Assembly" or "Unit" field, a confirmation box displays to adjust all line items. Clicking "Yes" will adjust the line items to meet your changes in the assembly.

10.5 Completing a Work Order

A work order is considered complete once all the necessary parts have been issued.

1. Once a work order has been approved, the "Issue" button becomes available on the "Detailed Work Orders" screen. Click "Issue" to view the "Issue Inventory" screen. (See section 5.14 for "Issuing" screen options).
2. From the "Issue Inventory" screen, you may either manually select warehouse locations from which you want the parts to be taken or click "Load" to have Almyta Control System fill in the locations for you. However, if you are storing a part in more than one location in your warehouse, you will need to load manually. Click the Hand with a Box button to view all the locations in your warehouse where a part can be found, then select from the list.
3. After specifying a warehouse location, click "Issue." A confirmation message will appear to tell you that the work order has been completed.

10.6 Canceling a Work Order

Use this function to delete a work order from your queue.

1. From the main menu bar select "Work Orders" and then select "Detailed Work Orders."
2. Enter the number of the order that you wish to cancel. There are two ways to cancel an existing work order:

- Click on the red "X" located to the right of the "Work Order" field. A pop up box displays asking you to confirm your choice. Click "Yes." The system displays the next work order in chronological order.
- Click on the "Warranty/Status" tab. Click on the "Canceled" box located in the "Status" box on the lower right portion of the screen.

10.7 Making a Kit (Assembling or Making an Item)

The Work Orders module in Almyta Control System allows you to make and ship a kit or to assemble and then ship an item as a finished product. Using the Work Orders to kit or assemble a finished product, Almyta Control System will automatically remove required items (components) listed on the work order and receive the finished product into stock when you issue the work order.

For ease of use and error-free entry, we recommend adding the components to the Bill of Material (BOM) on the "Item Master List" if the assemblies are repetitive. For each new kit/assembly work order you enter, you will then be able to select the finished product item ID in the "Assembly" field and enter the quantity you wish to make and this will populate the screen with all the components needed to make the item and the quantity required of each item. If you wish to enter the parts each time, that is fine too.

Keep in mind that you can add to the components as needed on the work order. So, if you have an item whose assembly changes frequently, you can list only the regular items on the "Components" screen. Then use this and add the variable components to each work order as needed. This will also save some time by reducing data entry.

Below are the steps to create a Kit/Assembly/Bill of Materials.

1. All the parts (components to be used in any assembly of another part) of the kit must be separate inventory items on your "Item Master List." On the "Stocking Properties" tab for each part, check the box for "Item is a make."
2. Enter the kit or assembled item in your "Item Master List" as a new inventory item. On the "Stocking Properties" tab, check the box next to "Item is a make."
3. From the "Select Operation" dropdown box, select "Components Detail/Modify."
4. On the "Components" screen, add the item IDs of all the parts of the assembled item or kit and the number of units needed of each item to make the kit. Fill in the other fields as they apply.

Once your "Item Master List" is set up, you can proceed with creating an assembly order.
Follow the instructions earlier in this chapter to create a new work order.

1. On the "Parts" tab, fill in the "Select Assembly" field with the ID of the item or kit you are making and the "Units" field with how many of the finished product you would like to have.
2. Then click "Top Components" or "All Components" and the system will automatically populate the work order pulling the components and units from the "Components" screen.
   The "Top Components" button, when clicked, will populate all parts listed on the "Component" screen for the kit/assembly. It will not list any components of a subassembly that may appear on the "Components" screen. A subassembly would be an earlier level of an assembly. For instance, refer to the example below.

   You are making a car as the final assembly. This requires the following parts:
   1 transmission
   1 engine
   1 exhaust system
   1 computer
   Etc.
   However, prior to assembling the car, you have to do several subassemblies. One subassembly might be for the exhaust system. This would require the parts below:

1 muffler
4 brackets
8 screws
Etc.

In this example, clicking "Top Components" will list only the components of the car final assembly. If you click "All Components," it will list all of the car components along with the subassemblies for the components going into the car.

10.8 Committing Items on Work Orders

Inventory items being used on a work order can be considered "committed" quantities. When using Almyta Control System, you will need to decide if you want the system to count components on a work order as committed stock on hand. This can be done under "System/Administrative Tools/Options" on the "System" tab. For more information on system options see section 4.1.

Committed quantities in Almyta Control System are not reserved. Even though the system shows how many are committed on future orders, you can still remove items from inventory on a new order. The system will not prevent you from "stealing" committed quantities.
When you enter a new work order, the components listed on the work order are not considered committed until the work order is approved. If you are not using approvals, each time you enter a work order, you should immediately move it from requested to approved status.

Committed quantities are reflected in a few areas throughout Almyta Control System:

- On the "Inventory/Item Master List" screen.
- On the "Inventory Fast Browse" screen.
- On the Items Cost Summary Report.

Tracking committed quantities is valuable when using the reorder functionality in Almyta Control System. By reflecting items needed for work orders as committed, the system can accurately recommend the reorder quantities on the Items to Order Report.

10.9 Partially Completing a Work Order

The occasion may arise when you need to only make a part of a work order. For example, you might have a situation where an item is needed for a shipping order. The customer wants it tomorrow so you have to get it shipped today. But if you are making 100 items, you don't want to wait until all of them are completed when you need 5 right now. Another example would be if you only have enough components to make half of the work order. You can partially complete a work order for maintenance or for a kit/assembly. Follow the steps below.

Proceed to issue parts against a work order as shown in Section 10.5 earlier in this chapter.

1. On the "Issue" screen, adjust the quantities of items you are issuing. Make certain you are on the "Issue" screen, not the "Outstanding Work Orders" screen. If you alter quantities anywhere other than the "Issue" screen, these will change the work order required quantities. For example, if the work order were to assemble 100 boxes of pens and each box requires one box and 10 blue pens, you need 100 boxes and 1000 blue pens to complete the assembly. You begin the work order and make only 40 boxes in one day. You want to update the system to reflect the 40 so they can ship to a customer. So you will click "Issue" on the work order. Then adjust the box to remove only 40 and adjust the pens to 400. Then finish the issue.
2. Once all quantities are adjusted to reflect the amount you used, click "Load" and continue with the issue process. Almyta Control System will automatically remove the components. If it is an assembly, Almyta Control System will also receive into stock the finished product. The system

will determine based on the required quantities (on the "Components" screen of the "Item Master List") how many to receive into stock based on what you have issued out. After issuing a partial work order, the system will follow the option for back orders that you have selected in the "Options" screen under "System/Administrative Tools." See section 4.1 and section 10.10 below for more information on work order back orders.

10.10 Work Order Back Orders

In Almyta Control System, back ordering a work order means to partially complete a work order but leave the outstanding balance to be made at a later date. Three options concern back orders in the Work Orders. You can set which option you will need by going to "System/Administrative Tools." Select the "BOM/Work Orders" tab. In the "Backorders for Work Orders" field, you can select:

- "Do not make back orders." Selecting this will complete a work order when any quantity is made against that work order.
- "Off to create new order." This will ask you each time you make a work order if you want to back order any remaining balances or call the complete. If you opt to back order the balance, the system will create a new order with a suffix attached to the order number to indicate it is the second time the order is being worked on. For example, if the original work order was W500124, the back ordered number becomes W500125:2. You may also assign the back order separator on this tab. A back order separator is the sign used to separate the original number from the suffix assigned when an order is back ordered.
- "Always create new order." This will automatically create a back order whenever there is an outstanding balance.

10.11 Work Order Parts Tab in Detail

When you are adding parts to your work order you can now specify for each component if you plan to use stock or purchase new inventory. The new parts tab is shown below.

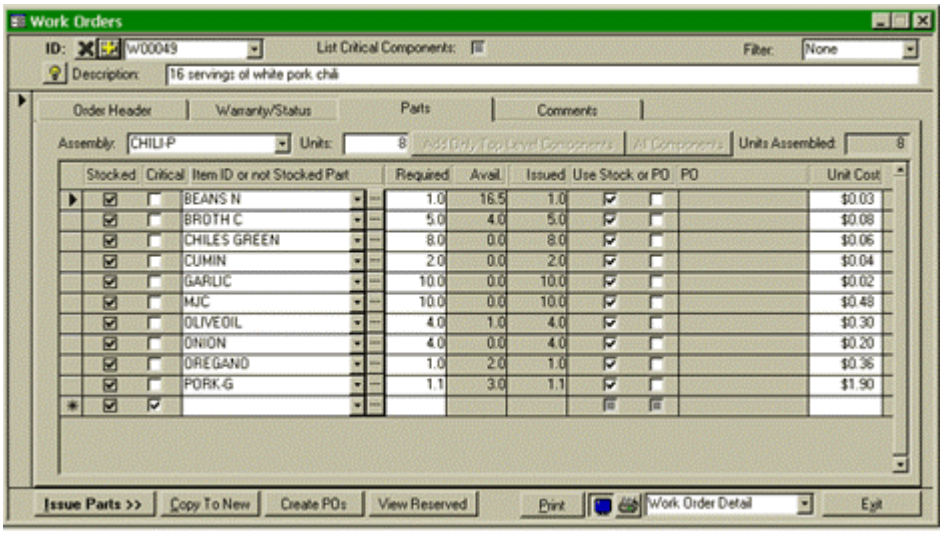


Figure 10.11 Work Order Parts Tab

For each component on the purchase order, the system will default to “Use Stock”. This means the person(s) processing work orders and those entering purchase orders will know you can use the inventory on hand or coming in and they do not need to order inventory specifically for this work order.

If the PO box is checked and Use stock is not, then you will need to order those items. When you are on the work order follow the instructions below.

1. Click the “Create PO” button.
2. You will be on the Purchasing Utilities screen. It displays the item you need to order for this work order. The system will take into account the term agreement for a specific item and automatically enter the purchase order for that supplier based on the supplier catalog.
3. You can alter any quantities as needed on this screen. For example if you will figure waste on specific items, then you may want to increase the ordered amount a little to ensure you do not run out.
4. Click “Apply”.
5. The newly created purchase order numbers will display. Write them down so you can reference them if needed or print them out by going into each order in the Outstanding Purchase Order screen.

Note: When a purchase order is entered specifically for a work order, the work order number will appear on the purchase order on the Notes/Totals tab.

When the materials arrive and you receive them, Almyta Control System does the following:

1. Places items for a work order directly on hold, only to be issued for the specific work order number.
2. It places the work order number as the Issuing Reference in the items Unit in Stock details screen.
3. The items will not show up as active inventory.
4. The items can be viewed as reserved for that work order.

When all reserved items are received, you can begin processing the work order.

Chapter 11 - Repair Orders

The "Repair Orders" function of Almyta Control System lets you track an item through every part of the repair process from the time a repair request is received to the time that the repair work is completed. Repair orders can be used, for example, if you sell stereos and get a call from a customer who bought one that is not working properly. Using a repair order, you can track the stereo when it is returned for repair without entering it into your regular inventory.

Because repair orders can only be used with serial numbered items, you must do the following before you can use repair orders:

1. Set up your "Repair Process Points" list (see Section 3.2).
2. Set up your repair order defaults (see the "Repair Orders" heading of Section 4.1).
3. Set up your system to archive shipped units using the "Shipping/Issues" tab of "Administrative Tools/Options" (see Section 4.1).
4. How you issue repair orders is determined by whether or not you use serial numbers when tracking your inventory. You can select or decline the option to use serial numbers using the "Stocking Properties" tab of the "Item Master List" screen (see Figure 5.2).

11.1 Create a New Repair Order Without Serial Numbers

From the main menu, select "Inventory" and then select "Archived Units."

1. On the "Archived Units" screen that appears, use one of the following methods to locate the unit that is being returned:
   - "Supplied by" will display all items that were shipped belonging to a particular supplier.
   - "Ship to" will display all items that were shipped to a particular customer.
   - "Item ID," "Serial No.," and "Serial No. 2" will display all items with the number you enter.
   - "Issue Date" will display all items shipped on a particular date.
   - "Issuing reference" lets you search by customer order number.
   - "Receiving reference" lets you search by purchase order number and will display all items that were originally received against a particular purchase order.
2. After setting your criteria, click "View All." Leaving all the fields blank and simply clicking "View All" will display all archived units.
3. The "Archived Units Found" screen will display all records that match your criteria. From this screen, you can view the following:
   - The item's listing in the "Item Master List" (click "Item Master").
   - The unit detail (click "Unit Detail").
   - The unit history (click "Unit History"). This screen will list and describe all previous repairs or returns of the item. If there is no history, the item has never before been repaired or returned for any reason.

   If an item is already under repair, there will be a check mark in the "In Repair" column.
4. Select the item you will be repairing by clicking in the line of the unit (an arrow will appear on the left side of the line item) and then click "Repair." You will be presented with two options: create a new order or add to an existing order.
   - To create a new order, click "OK."
   - To add the item to an existing order, replace "CREATE NEW" with the number of the repair order to which you want to add.
5. Choose an "Order Status," "Bill To," and "Ship To" from the appropriate dropdown boxes. The "Ship To" field will fill automatically if you have it linked to "Bill To" in your system settings (see section 4.1.8).

6. Fill in the remaining applicable fields then move to the “Line Items” tab. The ID of the item that you chose to repair will be displayed in the “Item ID” field. Clicking the will display the unit repair history with details of any other instances in which the unit has been returned for repair.
7. You can store additional instructions as well as billing information on the “Instructions” and “Invoice/Totals” tabs.
8. Save the repair order and exit the screen.

11.2 Create a New Repair Order with Serial Numbers

1. Under “Inventory” on the main menu, select “Repair Orders.”
2. Click the “Add New” button.
3. Choose an “Order Status,” “Bill To,” and “Ship To” from the appropriate dropdown boxes. The “Ship To” field will fill automatically if you have it linked to “Bill To” in your system settings (see page to link or unlink the two).
4. Fill in the remaining applicable fields then move to the “Line Items” tab.
5. Enter the serial number of the item you wish to repair or choose an item ID from the dropdown box. Clicking the Scroll button (pictured above) will display the unit repair history with the details of any other instances in which the unit has been returned for repair.
6. You can store additional instructions as well as billing information on the “Instructions” and “Invoice/Totals” tabs.
7. Save the repair order and exit the screen.

11.3 Maintaining Repair Orders

Repair orders can be updated and edited by selecting “Repair Orders” under “Inventory” on the main menu. You can enter the repair order ID or select one from the dropdown box (use the filters to narrow your selections).

As you process your returns and repair them, update the repair orders using the “Order Status” field on the “Order Header” tab. When an item is repaired and shipped, click “Complete” to remove the order from the “Active” list.

Repair orders are not connected to the “Item Master List.” Items returned for repair will not be listed as an inventory item anywhere in Almyta Control System. Furthermore, if you are using parts from your inventory to complete repair orders, you will have to issue them manually. Unlike when you complete a work order, completing a repair order will not automatically reduce your inventory in the “Item Master List” for any parts.

11.4 Archived Units

The “Archived Units” function of Almyta Control System allows you to search for old items and to view a unit history of each item. This feature is particularly useful in conjunction with the “Repair Orders” feature. For example, if a customer calls about a unit that needs to be repaired, you can use the unit archives to find the item ID of their unit. You can access the archives by selecting “Archived Units” under “Inventory” on the main menu. Then enter the known information in the appropriate fields and click “View All.” All items that fit the given criteria will be displayed. You can then locate the exact item you are looking for by clicking “Unit Detail” and “Unit History.” The “Unit Detail” screen contains information such as the receiving and issuing dates and references, the item’s warranty, and its weight. The “Unit History” screen contains the details of any major events that Almyta Control System has documented. For instance, if the unit has previously been returned for repair work, information about this work will be included on the “Unit History” screen.

Chapter 12 – Advanced Inventory

In Chapter 5—Inventory, basic functions of the Inventory module were explained. In this chapter, you will find instructions for more advanced applications of these functions—such as procedures for carrying out cycle counts, physical inventories, and managing multiple warehouses.

12.1 Cycle Counts

According to the Educational Society for Resource Management, a cycle count is "an inventory accuracy audit technique where inventory is counted on a cyclic schedule rather than once a year. A cycle inventory count is usually taken on a regular, defined basis. Most effective cycle counting systems require the counting of a certain number of items every workday with each item counted at a prescribed frequency. The key purpose of cycle counting is to identify items in error, thus triggering research, identification, and elimination of the cause of errors."[1]

Based on the specific characteristics of your company, you need to establish a system for conducting cycle counts. For instance, you might count a different location every day or you might count a certain item on a certain day. One option that some users of Almyta Control System prefer is to set up the "Center Code" list as a means of classifying inventory items by how quickly they move. For example, each item may be assigned a letter of the alphabet with "A" designating the fastest moving items and "E" designating the slowest moving items. This system of classification allows you to generate a report for fast-moving items only and to count these items more frequently than you count slow-moving items since it is more likely that there will be errors among the fast-moving items than among the slow-moving ones. See section 3.2 for information on setting up the "Center Codes" list.

After choosing a system, the actual count is simple using Almyta Control System. Follow the steps listed below.

1. Print out a report of the items you plan to count. First, select "Inventory" under "Reports" on the main menu bar.
2. Choose the "Items in Stock" report. On the filter and sort screen that appears, set the filter to display only items from a particular location or from a particular category. Your filter settings will depend on how you have decided to organize your cycle counts. For example, if each day you count the items in a different location, you need to print a report that displays only the items in the location that you plan to count today.
3. After setting the filters, print the report to the screen and check to make sure it displays the information that you want. If satisfied, send the item to your printer. If not, return to the filter and sort screen to make any necessary adjustments.
4. Take the report into the warehouse and count the items. Record any differences from the figures listed on the report.
5. Return to a PC and reconcile the physical count with the report.

You need to correct the data in the Almyta Control System to reflect the results of your cycle count. Before doing this, you should be sure to have a positive adjustment code and a negative adjustment code that indicate that items were received or issued in response to a cycle count. Follow the instructions listed under the "Positive/Negative Adjustment Code Headings" in section 3.2 for setting up these lists. Listed below are the usual errors that are found in a cycle count and how to address them.

1. An item is physically present in a location but is not listed on the report.
   - If the item does not have a serial number, receive it using the adjustment code for cycle counts (see section 5.12 for instructions on performing a direct receive).

[1] James F. Cox and John H. Blackstone, Jr., eds., *APICS Dictionary* (University of Georgia: 1998).

- If the item does have a serial number, you should check to see if it was ever in your system. You can do this using the "Unit Archive" (see section 5.16). If it has been issued, you can try to figure out why it has not actually left your warehouse. Then you can re-receive it so it is appears in your system again (see section 5.12).

2. An item is listed on the report but does not appear in the specified location.
   - If the item is serialized, you can attempt to find it in obvious places in the warehouse that it may have been misplaced to. If you find it, you can either change its listing in the system to reflect its actual location (use the "Locate and Move" feature) or you can transport it to the location that it's supposed to be in. If you are unable to find it, you should place the item on hold. This will prevent customers from ordering an item that cannot be located. Furthermore, we suggest typing in the "Remark" field that the item is lost.
   - The list of items that are on hold should be updated frequently. It is possible that one of the items on the list may turn up during a future cycle count. However, after the cycle count period has expired, you will need to perform a direct issue to remove the item from your system. See section 5.13 for instructions on performing a direct issue.

12.2 Interpreting Cycle Counts

Over time, the results of cycle counts can be used to detect errors in the procedures that your company uses.

1. Select "Inventory" under "Reports" on the main menu bar.
2. From the dropdown box that appears, choose either "Positive Adjustments" or "Negative Adjustments."
3. On the filter and sort screen that appears, you can select the adjustment code that you use for cycle count adjustments.

The report that appears will show you **all** the adjustments that were made as a result of a cycle count. Patterns that appear in this report will help you detect errors that are being made consistently in your warehouse. For example, if you see that every month you must make a positive adjustment to a particular location, you know that every month when you count the items in that location you are finding items that do not appear in your system. Based on this information, you probably want to examine your procedures for data entry in that location. Checking cycle count adjustments from time to time will help you to eliminate mistakes in your procedures and reduce the inconsistencies between the data in your system and the items in your warehouse.

12.3 Physical Inventories

A physical inventory is similar to a cycle count except it is done far less frequently and it counts every item in your stock. Before a physical inventory can be performed, you must shut down your warehouse so that nothing is brought in or taken out between the time that you print the Items in Stock Report and the time that you finish reconciling your system. Follow the steps below to conduct a physical inventory.

Print an Items in Stock Report.

1. Select "Inventory" under "Reports" on the main menu bar.
2. Select "Items in Stock." On the filter and sort screen that appears, do not set any filters. You need to print a report of **every** item in your system. In the sort field, choose "location."
3. Print the report to your printer.

Take the report into the warehouse and count the items.

4. Assign each member of your warehouse staff to a location or set of locations in your warehouse. Give each person the report for the location(s) that he or she is supposed to inventory.

5. Each person needs to take the report for his or her location into the warehouse and count the items that appear in the location. Differences between the report and the physical contents of a location should be recorded directly on the report.

Audit your counts.

6. After the items in the warehouse have been counted, collect all the reports and perform spot checks. Randomly select one of the reports and return to the warehouse to recount the items. If the corrected report matches the physical contents of the location, proceed to the next step. If the audited report is not correct, you may want to perform several more audits to check the accuracy of your inventory.

Reconcile your system with the physical counts.

7. Once you are satisfied that your stock has been accurately counted, you need to adjust your system to reflect the physical contents of your warehouse. You can do this using direct receives/issues. Before you can adjust your system, be sure to create adjustment codes that indicate that an item was received/issued as a result of a physical inventory. See the Adjustment Codes heading of section 3.2 for information about creating and using these codes.
8. If an item is present in the warehouse but is not listed on the report, you need to perform a direct receive to enter the item into your system. See section 5.12 for instructions on this procedure.
9. If an item is not present in the warehouse but is listed on the report, you need to perform a direct issue to remove the item from your system. See section 5.13 for instructions on this procedure.

12.4 Managing Multiple Warehouses

Almyta Control System can be used to manage multiple virtual warehouses. You should turn on this feature prior to entering your data for the first time. If you are just starting up and using the system for the first time, a few adjustments need to be made.

1. On the "System" tab of "Options" under "System" on the main menu, you need to check the box next to "Support Multiple Warehouses."
2. Also under "System" on the main menu, select "System Lists" and "Company Locations." On this tab you need to enter information for each warehouse in your system. After adding the first, simply click "Add New" for each new warehouse. When you enter the information for a warehouse, be sure to check the "Warehouse" box to the right of the screen.
3. When you set up your "Inventory Locations" list, you will be entering information about different locations within each warehouse. Follow the instructions in section 3.2 but choose a warehouse (in the field at the top of the screen) before you begin entering information about the location
4. You have two options when you perform transactions:
   - **To work within more than one warehouse in a short period of time,** check the "Confirm warehouse each time" button on the "System" tab under "Options" under "System" on the main menu. Now, each time you issue or receive items, you will be asked to select a warehouse and then will be taken to the standard "Issue/Receive" screen.
   - **To work within the same warehouse for a period of time,** do not check the "Confirm warehouse each time" button on the "System" tab under "Options" under "System" on the main menu. Instead, choose "Select Warehouse" under "System." Choose the warehouse within which you are going to be performing all of your transactions. When you are finished working in this warehouse, you can either select a new warehouse or you can check the "Confirm warehouse each time" button.

12.5 Item Tracking

Almyta Control System has several features that are useful when researching an item in your system.

12.6 Fast Browse

The “Fast Browse” function provides you with a quick overview of a list of information rather than a detailed look at an individual item. For example, you can fast browse your inventory to see a list of the items you have in stock rather than using the Item Master List to view items one at a time.

To fast browse a system, simply select a heading from the main menu bar and choose “Fast Browse” from the dropdown menu that appears. For example, if you fast browse the Inventory, a list of all the inventory items that are in stock will appear. You can use the filter field at the bottom of the screen to edit the list. Click the “Detail” button at the bottom of the screen to view more details about the highlighted item.

12.7 Archived Units

After units have been shipped or issued from inventory, the information about them is moved from active inventory to the unit archive. This archive allows you to search for old items and to view a unit history of each item. This feature is particularly useful in conjunction with the “Repair Orders” feature. For example, if a customer calls about a unit that needs to be repaired, you can use the unit archives to find the item ID of his or her unit. You can access the archives by selecting “Archived Units” under “Inventory” on the main menu. Then enter the known information in the appropriate fields and click “View All.” All items that fit the given criteria will be displayed. You can then locate the exact item you are looking for by clicking “Unit Detail” or “Unit History.” The “Unit Detail” screen contains information such as the receiving and issuing dates, references, warranty, the single unit cost of the items at the item of receiving and its weight. The “Unit History” screen contains the details of any major events that you have documented in Almyta Control System. For instance, if the unit has previously been returned for repair work, information about this work will be included on the “Unit History” screen.

12.8 Adjustment History

The adjustment history shows a list of all instances of an item being received or issued. This list can be accessed in two ways:

- From the Item Master List, you can select “Positive/Negative Adjustment History” from the operation box at the bottom of the screen. Almyta Control System will display a list of all the instances in which that particular item was received and issued. This feature is especially helpful if you are trying to determine what purchase order an item was received against, when it was shipped, etc.
- From “Reports” on the main menu, you can choose to view the “Positive/Negative Adjustment History” from under “Inventory” in the dropdown box. You can filter this list according to a number of characteristics. For instance, you can choose to view only certain item numbers or to view all items that were received under a certain adjustment code.

Remember that either the report or screen can be exported to Microsoft Excel for further analysis.

12.9 Reordering

Almyta Control System will let you know which item IDs have fallen below their minimum in-stock quantity. To take advantage of this, you must set reorder levels for your inventory items. This is done by item on the Item Master List (under “Inventory” on the main menu), or you can use the “Purchasing Utilities” feature (under “Purchasing” on the main menu). The “Purchasing Utilities” screen allows you to set reorder levels globally. For example, you could use Purchasing Utilities to change the reorder levels for all items that you get from a particular supplier assuming that you want to set the same reorder level for all of the items.

After setting reorder levels, you have two choices:

- On the “Purchasing Utilities” screen, select the “Make Purchase Orders” tab, then click “View Suggested Purchase Orders.” Almyta Control System will generate purchase orders based on the reorder levels that you set and the end date that you specified. See Chapter 7—Purchasing Utilities for more information on this option.
- Under “Reports” on the main menu, select “Inventory,” then select “Items to Order.” Almyta Control System will generate a list of items that you need to order based on the reorder levels that you set. You can filter this report to display only certain item numbers or only items that come from a particular supplier. Based on this report, you will have to create purchase orders manually.

Chapter 13 - Assets

Almyta Control System's Assets module lets you maintain tangible assets such as computers and intangible assets such as licenses and calculate their depreciation.

The Assets module contains the following three parts:

- **Detailed Assets** allows you to add, maintain, and cancel tangible assets such as manufacturing equipment, office furniture, computers, printers, etc. Among other information, you can track information on warranty, cost, location, and parent assets.
- **Licenses in Assets** lets you associate a license with an asset.
- **Detailed Licenses** helps you keep track of intangible assets like software licenses or contracts. Among other things, you can track expiration dates, purchase and replacement costs, and serial numbers.

The Assets module works similarly to other Almyta Control System systems. There are checks to ensure proper data entry. From the "Assets" screen, you can perform the following functions:

- Add an Asset
- Modify an Existing Asset
- Deactivate an Existing Asset
- Add a License
- Modify an Existing License
- Deactivate an Existing License
- Associate an Asset with a License
- Disassociate a License with an Asset
- Browse Your Assets
- Change an Asset Tag

Before you can use the Assets, you must set up an "Asset Types" list.

1. Select "Assets" from the main menu and "Asset Type" from the dropdown menu that appears.
2. Click "Add New" and enter a description of the asset type—for example, "Software" or "License."
3. Check the "Use" button if you would like this asset type to appear in dropdown boxes throughout the system (this will allow you to label assets with this type).
4. Check the "List Top" if you would like this asset type to appear as the first choice in dropdown boxes in the system.
5. Leave the "Tangible" box blank for intangible asset types and check it for tangible types.
6. Select a depreciation formula from the dropdown box under "Depreciation 1" and enter a life span (in years) under "Life 1." If you would like, you can repeat this step for "Depreciation 2" and "Life 2." See Section 13.7 if you would like to add a formula to this dropdown box.
7. Return to step 2 to add another asset type or exit the screen.

13.1 The Asset System Screen

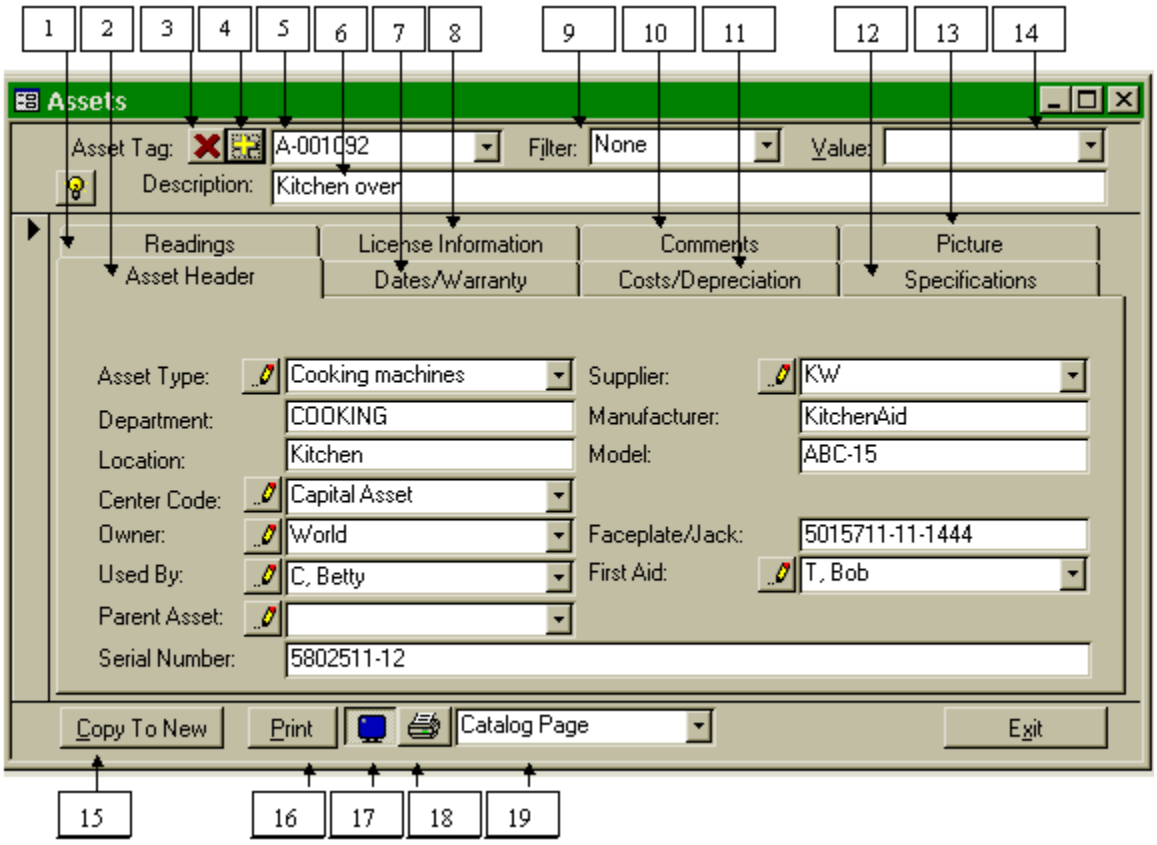


Figure 13.1 Assets Screen

Label	Description
1. Readings	This tab stores information about physical assets that can be used in depreciations, such as count, rollover, and asset capacity. Applied mostly to machines.
2. Asset Header	This tab contains general information about the asset—its type, model, manufacturer, etc.
3. Retire button	Use the button to retire a current asset.
4. Add New button	Use this button to delete an asset from your database.
5. Asset Tag	The code in this field is used to identify the asset within your system. This is also the code that will print on the bar code label if you choose to print one for this asset.
6. Description	Enter a brief description in this field. This description will accompany the asset tag in list boxes to identify an asset.
7. Dates/Warranty	This tab contains information about dates within the life cycle of the asset as well as information about any warranty the asset may have.
8. License Information	This tab stores information about licensed assets—maximum number of users and machines to which a license will apply, whether a license is a site license or an enterprise license, etc
9. Filter	These two fields work in conjunction with one another to filter your list of assets. In the "Filter" field, choose a category that you would like to filter by—for example, asset type. Then enter a specific example of this category in the value field. For example, if you choose to filter by supplier and enter the value "Company ABC," only assets supplied by this company will appear in the dropdown box under "Asset

	Tag."
10. Comments	This tab contains a blank field in which you can enter comments about an asset.
11. Costs/ Depreciation	This tab contains information about the original and replacement costs of the asset.
12. Specifications	This tab contains information about the asset's physical requirements.
13. Picture	A picture of the asset can be placed on this tab. Simply copy and paste according to the instructions on the tab.
14. Value	Applies to the filter (9). Select a filter and then a value if necessary.
15. Copy to New button	Copies the current asset into a new one.
19. Print or Preview button.	Outputs a document depending on selections below.
20. Preview	Shows a document on screen.
21.Printer	Send a document to the Windows default printer.
22. Document Type	A list of available documents: pick lists, packing slips, etc.
Other fields	
Asset Type	Choose a classification type from the dropdown box in this field.
Department	This field can be used to record the department that uses a particular asset or is responsible for its maintenance.
Location	This field can be used to record the location where an asset is stored.
Center Code	This field can be used to associate an asset with a particular cost center or as a secondary classification field. See Section 13.2 for information on creating the list that appears in this dropdown box.
Used By	This field can be used to assign an asset to a particular user. See Section 13.6 [for information on creating the list that appears in this dropdown box.
Parent Asset	This field can be used to associate an asset with another asset. For example, you might list a particular computer as being the parent asset of its printer. In order for an asset to appear in this dropdown box, you must already have entered it into the system as an asset.
Serial Number	This field can be used to store an asset's serial number.
Supplier	This field can be used to store the name of the supplier of an asset. See Section 13.3 for information on creating the list that appears in this dropdown box.
Manufacturer	This field can be used to store the name of the manufacturer of an asset.
Model	This field can be used to store the model number of an asset.
Faceplate/Jack	This field can be used to associate an asset with a type of faceplate or jack.
First Aid	Use this field for reference to first aid procedures.

13.2 Adding a New Asset

1. Select "Assets" from the main menu, then select "Detailed Assets" from the dropdown menu.
2. Click the "Create New" button.
3. Almyta Control System will automatically create an entry with a new asset tag; you can change the format of your asset tags by clicking "System" on the main menu, then "Administrative Tools," "Options," and "Assets." See Chapter 4—Administrative Tools for more information on assets default settings.
4. Fill in the applicable fields on the "Asset Header" screen (see figure 13.1 and table above for an explanation of the various fields and tabs). When choosing an asset type, be sure to specify whether the asset is tangible or intangible.
5. **If you are creating an intangible or licensable asset,** use the "License Information" tab to record maximum number of users and machines to which the license applies and whether or not the license is site or enterprise specific.
6. If you are creating a tangible asset:

- Use the "Dates/Warranty" tab to store information about the dates within the life cycle of the asset and information about the warranty of the asset if it has one.
- Use the "Costs/Depreciation" tab to store information about the original and replacement costs of the asset.
- Use the "Specifications" tab to store information about the asset's physical requirements—for example, voltage, wattage, etc.
- Use the "Readings" tab to record information concerning count and rollover.
- Use the "Comments" tab to store any additional information—for example, the asset's repair history.

7. If you would like to store a picture of the asset in your database, click the "Picture" tab and follow the instructions on the screen.
8. When you are finished, either begin again at step 2 to continue adding assets or exit the "Detailed Assets" screen. Almyta Control System will automatically save your work.

13.3 Modifying an Existing Asset

1. From the main menu select "Assets" and then "Detailed Assets."
2. There are two ways to access an existing asset:
   - Click the down arrow to the right of the "Asset ID" field. Select the appropriate asset ID from the list.
   - You can narrow your search by selecting assets from within a certain type category. Choose the filter of the asset for which you are searching. Then select a value for the filter by using the "Value" field. Then, click on the arrow to the right of the "Asset ID" field. Only assets that fit into the category you selected will display.
3. Make the desired modifications and then exit.
4. Almyta Control System will save your changes automatically.

13.4 Deactivating an Existing Asset

1. From the main menu select "Assets" and then "Detailed Assets."
2. Find the record of the asset that you wish to deactivate, using the filers if necessary.
3. Click on the red "X" located to the right of the "Asset ID" field. A pop up box displays asking you to confirm your choice. Click "Yes."
4. The asset has been deactivated.

Once assets have been deactivated, it is not possible to reactivate them. However, you can view a list of deactivated assets by choosing "Fast Browse" under "Assets" and then selecting "Retired" at the bottom of the screen.

13.5 Licenses in Almyta Control System

Almyta Control System treats licenses as attributes of certain intangible assets—for example, of computer software. To make an asset licensable, simply follow the instructions in "Add an Asset" (above) and make sure to select an intangible asset type in the "Asset Type" field in the "Asset Header" tab of the "Asset" screen.

To check if an asset type is intangible, click on the Yellow Pencil button to the left of the "Asset Type" field. This will take you to the "Asset Types" screen (you can also access this from the main menu by going to "Assets/Asset Types"). Once at the "Asset Types" screen, you can look at the "Tangible" check box to the right of the highlighted asset. A check means that the asset is tangible; otherwise, it is intangible.

13.6 Associating Assets with Licenses

Assets and licenses may be associated with each other and Almyta Control System provides an easy way to define their relationships. Follow these steps to assign a license to an asset:

1. From the main menu select "Assets" and then "Intangible Assets Usage."
2. There are three parts to the "Assets Usage" screen:
   - **"Tangible Asset" list** contains a listing of all existing assets in asset ID number order.
   - **"Intangible Asset" list** contains a listing of all existing licenses in License ID order.
   - **"Intangible Assets Used in Asset Selected Above"** contains a listing of the license IDs currently associated with the highlighted asset.
3. **To associate a license with an asset**:
   - Highlight an asset under the "Tangible Assets" heading. Then highlight a license under the "Intangible Assets" heading. Click the single left arrow button.
   - **OR,**
   - Highlight the asset with which you wish to associate the license. Click the double left arrow button to associate all the licenses in the "Intangible Asset" list with the highlighted asset.
4. **To disassociate a license from an asset**:
   - Highlight an asset under the "Tangible Assets" heading. Under the "Intangible Assets Used" list, highlight the license that you would like to disassociate from the asset. Click the single right arrow button.
   - **OR,**
   - Highlight an asset under the "Tangible Assets" heading. Click the double right arrow button to disassociate all the licenses currently associated with the highlighted asset.
5. Press "Exit" to return to the main menu.

13.7 Asset Depreciation Formulas

The following formulas are already saved in Almyta Control System. To add a formula, select "Asset Depreciation" under "Assets" on the main menu. Then click "Add New."

Straight Line

$$\frac{[C - (C - r)]}{Ut}$$

Units of Production

$$\frac{[C - (C - r)]}{Cnt}$$

Double Declining

$$[C - r]\,[(1.0 - 0.2)^{(t/12.0)}] + r$$

Sum of the Years' Digits

$$\frac{[(C - r)\,(1 - t)\,(2U - t + 1)]}{[(U + 1.0)\,(U + r)]}$$

Double-Declining (200%) Method

$$(C - r) * [1.0 - \frac{1.5(12.0)}{U}]^{(t/12.0)} + r$$

150% Declining Method

$$(C - r)\,[1.0 - \frac{1.5(12.0)}{U}]^{(t-1)} + r$$

MACRS—Combined 150%

If $U\,[1.0 - \frac{1.5}{U}\,(12.0)]^{(t-1)}\,[\frac{1.5}{U}]\,[12.0] > 1,$

$$(C - r)\,[1.0 - \frac{1.5}{U}\,(12.0)]^{(t/12.0)} + r, \quad \frac{C - (C - r)}{Ut}$$

MACRS—Combined 200%

If $U[1.0 - \frac{2.0}{U}(12.0)]^{(t-1)}[\frac{2.0}{U}][12.0] > 1$,

$[C - r][1.0 - \frac{2.0}{U}(12.0)]^{(t/12.0)} + r$, $\frac{C - (C - R)}{Ut}$

where:

C= asset cost	t= elapsed time	n= unit count
U= useful life	p=capacity	r= residual value

*It is possible to select two formulas to serve as defaults—they will automatically be applied unless you specify otherwise. To select your defaults, click "System" on the main menu, then "Administrative Tools," "Options," and "Assets." Also on this tab, you can opt to hide the lookup list of asset ID numbers. This will require you to enter the asset tag manually, but is useful if you have a very large database.

13.8 Fast Browse Your Assets

Use this function to display a list of your assets. You can use this function in the following ways:

- Display a list of all assets.
- Sort assets according to various characteristics.
- Display a list of all discontinued assets.
- Display a list of all active assets.
- Update an asset.
- Print an Assets Summary Report.

Clicking "Fast Browse" under "Assets" on the main menu accesses the "Fast Browse" function. Please see Section 2.9 for more information on sorting and editing using the "Fast Browse" function.

13.9 Changing an Asset Tag

1. From the main menu bar select "Assets," then click on "Fast Browse."
2. Click in the line of the asset tag you wish to change.
3. Click the "Change Tag" button at the bottom of the screen. A box displays to type the in the new asset tag.
4. Type the new asset tag and click "OK."
5. The new tag number now appears on the "Assets Fast Browse" screen.

13.10 Reports

The following reports are available from within the Assets module:

- **Catalog Page—**provides a list of all the information stored about one particular asset; can be accessed from the "Option" box on the "Detailed Asset" screen.
- **Asset Summary List—**provides a list of all the assets stored in the database; can be accessed from the "Option" box on the "Detailed Asset" screen or by clicking "Report" on the "Fast Browse" screen.
- **Asset Detailed List—**provides the same list of assets as the "Asset Summary" list but gives much more information about each asset; can be accessed from the "Option" box on the "Detailed Asset" screen.

- **Intangible Asset Usage Report—**provides a list of intangible assets and shows what, if any, tangible asset each is associated with; can be accessed by clicking “Report” the “Intangible Asset Usage” screen.

All the reports listed above are also available under “Assets” under “Reports” on the main menu along with the Asset Depreciation Summary and the Depreciation Detail Report. Please see Chapter 14—Reports for more information on the reports available through Almyta Control System.

Chapter 14 - Reports

Almyta Control System's Reports module offers a variety of reports to help you summarize and interpret the data stored in your system. Each module (Purchasing, Shipping, etc.) provides a number of reports that have already been mentioned in each module's chapter. In addition, the Reports module provides "Today's Checklist," a summary of information about the day's schedule—for example, a list of the inbound appointments for the day. The final features of Reports—Labels and Lists—allow you to print up any labels you might need from data stored in your lists or simply to print out a list of information.

Each report in Almyta Control System has a fixed format—for example, the Items in Stock Report always displays the item ID, location, units, units per item ID, description, serial number, and whether or not an item is on hold. However, the filter and sort capabilities of the module allow you to choose how you want the information arranged and what inventory items you wish to include on the report.

With the exception of labels and lists, any heading you choose under "Reports" will first display a dropdown menu of more specific choices. For example, choosing the "Work Order" subheading will then allow you to choose from among the Work Order Summary, the Back Log, and the Work Order Completion Lists organized by detail, by assets, and by item. After you choose a specific report from this list, the sort and filter screen will appear.

Using these three sort/filter options does not change the columns on the report itself. You are only changing the data that will appear in the columns. The report in Figure 14.1 will sort by the item ID, and will only contain items 6154-20 through 6154-20G that have the supplier CDM. In this example, all the available filters and sorts have been used. You can enter or select information in as many filters or sort boxes as you need; or, you can select none of them and click the "View" button to see all items regardless of supplier or item ID. The filtering of information allows you to filter or reduce your data so that you see only the items you want.

This chapter will show you each report, the sort and filter options available for that specific report, and the information that each report contains. Also the "Exporting" and "Printing Report" buttons will be explained in this chapter.

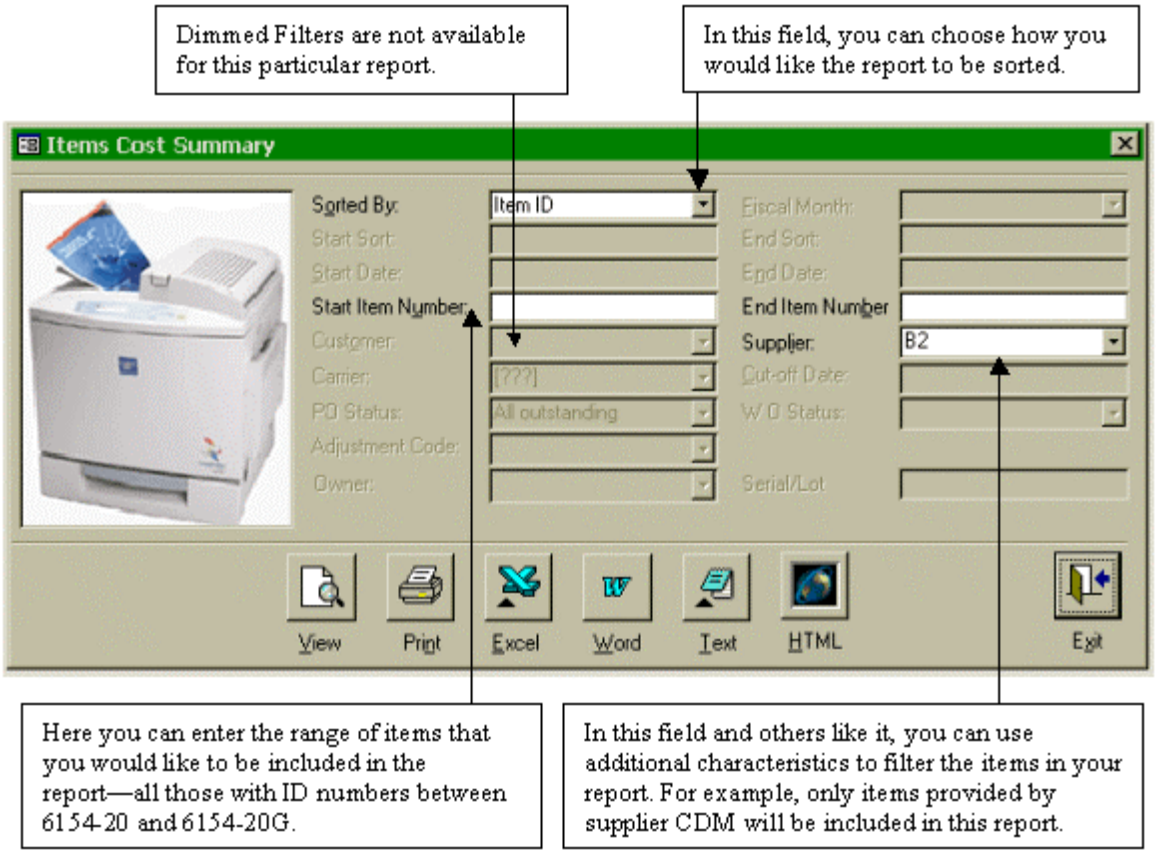

Dimmed Filters are not available for this particular report.
In this field, you can choose how you would like the report to be sorted.
Items Cost Summary
Sorted By:
Item ID
Start Sort:
Start Date:
Start Item Number:
Customer:
Carrier:
PO Status:
Adjustment Code:
Owner:
Fiscal Month:
End Sort:
End Date:
End Item Number
Supplier:
B2
Cut-off Date:
W O Status:
Serial/Lot
View
Print
Excel
Word
Text
HTML
Exit
Here you can enter the range of items that you would like to be included in the report—all those with ID numbers between 6154-20 and 6154-20G.
In this field and others like it, you can use additional characteristics to filter the items in your report. For example, only items provided by supplier CDM will be included in this report.

Figure 14.1 - Reports, Filter and Sort Screen

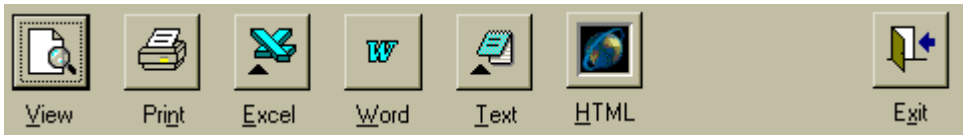
Exporting and Printing Reports

A print preview is available on all reports. Select the sort and filters needed, then click on the View button. The report will appear on the screen. Clicking anywhere on the report will enlarge it to make it readable. When you are previewing a report, a print bar will appear on the top of your screen near the main Almyta Control System toolbar. This toolbar will let you preview the report in a different format or print the document to the printer.

From left to right, these icons will:

- Print your report to the printer
- Magnify the report
- Display the report one page at a time
- Display the report two pages at a time
- Display as many as six pages at a time
- Enlarge or shrink the report on your screen
- Exit the print preview without printing

In addition to the print preview, there are six options on the filter and sort screen.



5.

From left to right, these buttons can be used:

- To print directly to your printer without previewing the report, select the sort and filters needed and then click the “Print” button as shown below.
- To export a report to Microsoft Excel™, select the sort and filters needed and then click the “Excel” button as shown below.
- To export a report to Microsoft Word™, select the sort and filters needed and then click the “Word” button as shown below.
- To export a report to Microsoft Notepad™, select the sort and filters needed and then click the “Text” button as shown below.
- To export as an HTML page, select the sort and filters needed and then click the “HTML” button as shown below.
- To exit the screen without printing, click the Exit button.

14.1 Today's Checklist Reports

There are five reports available in Today’s Checklist. Each report shows occurrences that are scheduled for a specific date.

Inbound Appointments Report

This report shows you the scheduled inbound appointments due on a specific date. When you go to the filters and sort screen for this report, the current date automatically appears for you. However, you can change this date to a future date if necessary. Appointments already received will not show on this report; only outstanding appointments will be displayed.

- Sort options: “Appointment Number,” “Supplier,” “Carrier ID,” “Date.”
- Filter options: “Fiscal Month,” a specific date, range of dates, a specific appointment, range of appointments, “Supplier,” “Carrier.”
- Report fields: “Appointment ID Number,” “Date Scheduled,” “Supplier,” “Carrier,” “Boxes,” “Pallets,” “Weight.”
    - “Appointment ID Number” is the number assigned to an inbound appointment.
    - “Date Scheduled” is the date you enter as your delivery date.
    - “Supplier” is the vendor you are receiving the delivery from.
    - “Carrier” is the company who is transporting the delivery.
    - The “Boxes” column represents the number of boxes you entered as being delivered on this shipment. (This is a text entry field on the “Appointments” screen that you populate.)
    - The “Pallets” column represents the number of pallets you entered that will need to be unloaded on this shipment. (This is a text entry field on the “Appointments” screen.)

Appointments Summary List

Starting: 8/24/2001 Ending: 8/24/2001 Sorted By Appointment No

Appt. ID	Date Scheduled	Supplier	Carrier	Boxes	Pallets	Weight
R00015	8/24/2001	CDM	FEDEX2DAY	0	0	0.0
R00016	8/24/2001	ALS	HTC	18	2	200.0
		Report Totals:		**18**	**2**	**200.0**

Figure 14.2 – Inbound Appointments Report

POs Due Today

This report shows you all purchase orders with a delivery date equal to the current date that have not been received in their entirety. It shows outstanding orders even if they have been partially received.

- Sort options: "PO Number," "Supplier," "Supplier ID," "Date," "Salesperson," "Buyer."
- Filter options: "Fiscal Month," a specific date, range of dates, a specific PO, range of POs, "Supplier."
- Report fields: "PO number," "Req. By," "Supplier ID," "Supplier Name," "Salesperson," "Phone Number," "Buyer," "ST," "Total."
    - "PO Number" is the number assigned to the purchase order.
    - "Req. By" is the date on which the purchase order is due.
    - "Supplier ID" is the identification number of the supplier that you are ordering from.
    - "Supplier Name" is the full name of the supplier.
    - "Salesperson" is the representative of the supplier that you dealt with.
    - "Phone" is your phone number to contact the supplier.
    - "Buyer" is your employee who requested the items on the purchase order.
    - "ST" is the order status. You will see "O" for "Outstanding" or "P" for "Partially Received."
    - "Total" is the total dollar value for the items being ordered on the purchase order.

Purchase Orders Due Today

Starting: 8/24/2001 Ending: 8/24/2001 Sorted By PO Number

P.O. No.	Req. By	Supplier Id	Supplier Name	Salesperson	Phone	Buyer	St	Total
P000105	8/24/2001	CDM	Castello Di Monterinaldi	Mr. Puccini	39 0577 7335	Jimmy Pa	O	$166.26
P000106	8/24/2001	CO	Conio	Ms. Sofia Car	39 55 682048	Jimmy Pa	O	$2.12
		Report Totals:						$168.38

Figure 14.3 – Purchase Orders Report

Inventory to Order

This report will show you inventory items that have fallen to or have gone below their minimum stock levels. If the item is already on order, it will not appear on this report. This report shows only items that need attention.

- Sort options: none.
- Filter options: a specific item ID, range of item IDs, "Supplier."
- Report fields: "Item ID," "Description," "In Stock," "Economic Order," "To Order," "Unit Cost," "Amount."
    - "Item ID" is your internal part number that needs to be ordered.
    - "Description" is the description of the item ID from the Item Master List.
    - "In Stock" is your current quantity on hand.
    - "Economic Order" is the multiple of units in which the item is ordered.
    - "To Order" is the quantity the system is telling you that you need to order. This number is calculated based on the lead time for the item, the fill to level, the amount on hand, the monthly demand, the amount already on order, and any current commitments of the item.

- "Unit Cost" is the unit cost entered for the item on the Item Master List.
- "Amount" is the total cost for the number of units being reordered.

Inventory To Order

Item ID	Description	In Stock	Econo. Order	To Order	Unit Cost	Amount
Supplier: (<???>) <not selected>						
6154-20b	Milwaukee 4 1/2" Sander/Grinder	0	1	1	$5.67	$5.67
	Totals For Supplier:	0		1		$5.67
Supplier: (ALS) Aldaris						
ALS001X	ALDARA LUKSUSA	73	1	24	$0.27	$6.50
ALS003	ALDARA PILZENES	4	1	360	$3.64	$1,310.40
ALS004	PORTERIS	1,063	1	216	$0.52	$112.32
	Totals For Supplier:	1,140		600		$1,429.22

Figure 14.4 – Inventory to Order Today

Work Orders for Today

This report shows you all work orders due to be completed today. It will not show orders already finished with today's date on them.

- Sort options: none.
- Filter options: a specific work order number, range of work order numbers, a specific date, range of dates, "Fiscal Month."
- Report fields: "Work Order Number," "Description," "Type," "Req. Date," "Requested By," "Asset," "Total."
    - "Work Order Number" is the unique number given to the work order.
    - "Description" is the detailed description about the work order that is entered on the "Work Order Details" screen.
    - "Type" is the work order type from the "Work Order Details" screen.
    - "Req. Date" is the date by which the order is to be completed.
    - "Requested By" is the employee who requested the work order on the "Work Order Details" screen.
    - "Asset" displays the entry in the "Asset" field on the "Work Order Detail" screen.
    - "Total" is the total dollar value of the work order including all parts and labor as entered.

Work Order Summary

Starting: 8/24/2001 Ending: 8/24/2001

W.O. No.	Description	Type	Req.Date	Requested By	Asset	Total
W00009		Asset maintenance	8/24/2001		A-001082	$1.02
	Report Totals:					**$1.02**

Figure 14.5 – Work Orders to Be Completed Today

Warehouse Shipping Orders

This report shows all customer orders that are supposed to ship today. Previously shipped orders will not appear on this report, which shows only outstanding and partially shipped orders.

- Sort options: “Order Number.”
- Filter options: a specific shipping order number, range of shipping order numbers, a specific date, a range of dates, “Fiscal Month,” “Carrier,” “Supplier,” “Customer.”
- Report fields: “Order Number,” “’Bill To’ ID,” “’Ship To’ ID,” “Customer Order,” “Process Number,” “Waybill,” “Required Date,” “Shipped Date,” “Line Item,” “Item ID,” “Description,” “Ordered,” “Shipped.”
    - “Order Number” is the unique number given to the shipping order.
    - “Bill To” and “Ship To” IDs are the custom ID numbers.
    - “Customer Order,” “Process Number,” “Waybill,” and “Required Date” are all option text entry fields on the “Order Processing” screen.
    - “Shipped Date” would reflect a date if a part of the order has already shipped.
    - “Line Item” is a number assigned to each item being ordered.
    - “Item ID” is the item that has been ordered.
    - “Description” is the detail item description from the Item Master List.
    - “Ordered” is the quantity of that line item.
    - “Shipped” is the number of units that have shipped if it is a partial order.

Shipping Orders List

Outstanding Orders Starting: 8/24/2001 Ending: 8/24/2001 Sorted By Order No

Order	"Bill To" ID	Customer Order	Process No	Waybill	Required Date	Shipped Date
	"Ship To" ID and Address					
	Line Item	Item ID	Description		Ordered	Shipped
S000056	BBB				8/24/2001	
	BBB 17 Oak St. Main entrance, Plymouth, VT 05056-0062					
	1	BDS007	Double Enghien - Brown		7	0
	Totals for Order S000056:				**7**	**0**
Totals for selected orders:					**7**	**0**

Figure 14.6 – Shipping Orders Report

14.2 Warehouse Appointment Reports

There are four reports available for inbound Warehouse Appointments:

- Outstanding List
- Received List
- Overdue List
- Canceled List

All reports contain the same sort options, filter options, and report fields:

- Sort options: “Appointment Number,” “Supplier,” “Carrier ID,” “Date.”

- Filter options: a specific appointment number, range of appointment numbers, a specific date, range of dates, “Fiscal Month,” “Carrier,” “Supplier.”
- Report fields: “Appointment ID,” “Date Scheduled,” “Supplier,” “Carrier,” “Boxes,” “Pallets,” “Weight.”

Appointments Summary List

Sorted By Appointment No

Appt. ID	Date Scheduled	Supplier	Carrier	Boxes	Pallets	Weight
R00015	8/24/2001	CDM	FEDEX2DAY	0	0	0.0
R00016	8/24/2001	ALS	HTC	18	2	200.0
		Report Totals:		**18**	**2**	**200.0**

Figure 14.7 – All Outstanding Warehouse Appointments

Appointments Summary List

Ending: 8/23/2001 Sorted By Appointment No

Appt. ID	Date Scheduled	Supplier	Carrier	Boxes	Pallets	Weight
R00017	8/22/2001	BDS	HTC	0	0	0.0
		Report Totals:		**0**	**0**	**0.0**

Figure 14.8 – All Overdue Warehouse Appointments

Appointments Summary List

Sorted By Appointment No

Appt. ID	Date Scheduled	Supplier	Carrier	Boxes	Pallets	Weight
R00005	10/18/1999		FEDEX2DAY	0	0	0.0
R00006			FEDEXNEXTD	0	0	0.0
R00007	10/19/1999	<???>	???	0	0	0.0
R00008	10/19/1999		FEDEX2DAY	0	0	0.0
R00009	10/26/1999	ALS	HTC	0	0	0.0
R00010	10/18/1999	ALS	FEDEX2DAY	0	0	0.0
R00011	10/19/1999	BDS	???	10	2	1,200.0
R00014		ALS	???	0	0	0.0
		Report Totals:		**10**	**2**	**1,200.0**

Figure 14.9 - All Received Warehouse Appointments

14.3 Purchasing Reports

Purchasing reports allow you to print out reports on all of your outstanding, completed, and canceled purchase orders. Go to "Reports" from the main menu and select "Purchasing" to access all of the reports detailed below.

Outstanding Summary

- Sort options: "PO Number," "Supplier," "Supplier ID," "Date," "Salesperson," "Buyer."
- Filter options: "Fiscal Month," a specific date, range of dates, a specific PO, a range of POs, "Supplier," "PO Status."
- Report fields: "PO Number," "Req. By," "Supplier ID," "Supplier Name," "Salesperson," "Phone," "Buyer," "ST," "Total."
    - "ST" is the order status. You will see "O" for "Outstanding" or "P" for "Partially Received."
    - "Total" is the total dollar value for the items being ordered on the purchase order.

Outstanding Purchase Order Summary

Status: All outstanding Sorted By PO Number

P.O. No.	Req. By	Supplier Id	Supplier Name	Salesperson	Phone	Buyer	St	Total
P000013	10/31/200	CDM	Castello Di Monterinaldi	Mr. Puccini	39.0577.7335	Jimmy	O	$9,080.92
P000014	10/23/199	ALS	Aldaris	Mr. Sandis Oz	371.702.3200	Jimmy	O	$26.78
P000015	7/16/2001	ALS	Aldaris	Mr. Sandis Oz	371.702.3200	Jimmy	O	$17.60
P000100	8/23/2001	OBL	OBOLON	Mr. Oleg Savc	380.44.412.8		O	$6.92
P000101	8/20/2001	CDM	Castello Di Monterinaldi	Mr. Puccini	39.0577.7335		O	$0.00
P000103	8/21/2001	BDS	Brasserie de Silly	Ms. Ursula Kl	32.68.55.16.9		O	$0.00
P000104	8/21/2001	ALS	Aldaris	Mr. Sandis Oz	371.702.3200		O	
P000105	8/24/2001	CDM	Castello Di Monterinaldi	Mr. Puccini	39.0577.7335	Jimmy	O	$166.26
P000106	8/24/2001	CO	Conio	Ms. Sofia Car	39.55.682048	Jimmy	O	$2.12
	Report Totals:							**$9,300.60**

Figure 14.10 – All Outstanding Purchase Orders

Outstanding Detail

- Sort options: "PO Number," "Supplier," "Supplier ID," "Date," "Buyer," "Item ID," "Description."
- Filter options: "Fiscal Month," a specific date, range of dates, a specific PO, range of POs, "Supplier," "PO Status."
- Report fields: "PO Number," "Order Date," "Supplier ID," "Buyer," "Req. Date," "Item ID," "Item Description," "Order Units," "Order Amount," "Units Due," "Amount Due."
    - "Order Units" is the quantity ordered of each item.
    - "Order Amount "is the cost of the item multiplied by the number of units being ordered.
    - "Units Due" is the quantity of units still outstanding (have not been received) for that purchase order.
    - "Amount Due" is the total dollar value for the item.

Outstanding PO Detail Report

Status: All outstanding Sorted By PO Number

P.O. Number	Supplier ID	Buyer	Order Date	Req. Date	Item ID	Item Description	Order Units	
#Name?		P000013						
P000013	CDM	Jimmy Page	0/23/1999	10/31/2000	VMQ001	Santa Adela Sauvignon Blanc	70	
	CDM	Jimmy Page	0/23/1999	10/31/2000	CDM002	CHIANTI CLASSICO RISERVA	32	
	CDM	Jimmy Page	0/23/1999	10/31/2000	CDM003	PESANELLA "SUPER TUSCAN" RED WINE	48	
	CDM	Jimmy Page	0/23/1999	10/31/2000	CDM004	MONTERINALDI BIANCO	60	$
	CDM	Jimmy Page	0/23/1999	10/31/2000	CDM005	GOTTIZIO	72	

Figure 14.11 – Outstanding Purchase Orders, Detailed Report

Completed Orders

- Sort options: "PO Number," "Supplier," "Supplier ID," "Date," "Salesperson," "Buyer."
- Filter options: "Fiscal Month," a specific date, range of dates, a specific PO, a range of POs, "Supplier."
- Report fields: "PO Number," "Req. By," "Supplier ID," "Supplier Name," "Salesperson," "Phone," "Buyer," "ST," "Total."

Completed Purchase Orders

Sorted By PO Number

P.O. No.	Req. By	Supplier Id	Supplier Name	Salesperson	Phone	Buyer	St	Total
P000102	8/20/2001	BDS	Brasserie de Silly	Ms. Ursula Kl	32.68.55.16.9		P	$0.27
		Report Totals:						$0.27

Figure 14.12 – Completed Purchase Orders

Canceled Orders

- Sort options: "PO Number," "Supplier," "Supplier ID," "Date," "Salesperson," "Buyer."
- Filter options: "Fiscal Month," a specific date, range of dates, a specific PO, range of POs, "Supplier," "PO Status."
- Report fields: "PO Number," "Req. By," "Supplier ID," "Supplier Name," "Salesperson," "Phone," "Buyer," "ST," "Total."

Canceled Purchase Orders

Sorted By PO Number

P.O. No.	Req. By	Supplier Id	Supplier Name	Salesperson	Phone	Buyer	St	Total
P000013	10/31/200	CDM	Castello Di Monterinaldi	Mr. Pucciri	39.0577.7335	Jimmy Pa	P	$9,080.92
P000103	8/21/2001	BDS	Brasserie de Silly	Ms. Ursula Kl	32.68.55.16.9		P	$0.00
		Report Totals:						$9,080.92

Figure 14.13 – All Canceled Purchase Orders

14.4 Inventory Reports

Inventory Reports show you all of your items in stock, costs and prices associated with your units, what to reorder, and more. Go to "Reports" on the main menu and select "Inventory" to access each report detailed below.

Items in Stock

This report has many sort and filter options. See Figure 14.14 for a picture of the screen.

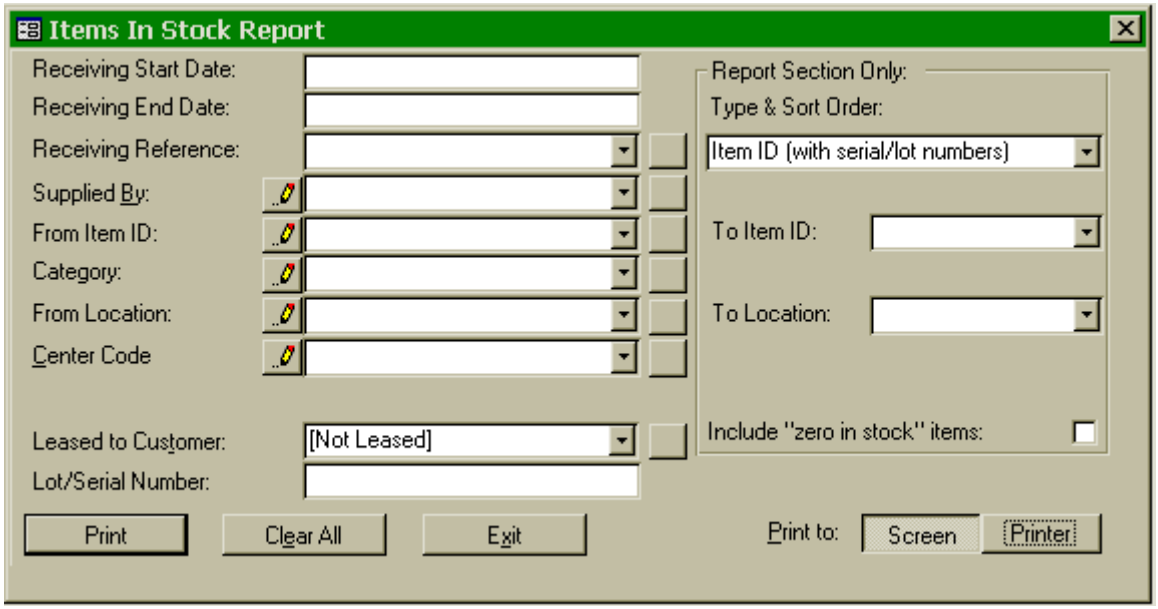


Figure 14.14 – Items in Stock, Filter and Sort Screen

- Sort options: "Item ID (with serial/lot numbers)," "Item ID (no serial/lot numbers)," "Warehouse Location," "Description," "Category," "Current Value."
- Filter options: All shown above.
    - On this report, the "Include 'zero in stock' items" check box gives you the option to include all inventory items, even those that are not currently in stock.
    - The "Lot/Serial Number" filter field allows you to enter a specific lot/serial number. You cannot enter a range of numbers, only one number.
- Report fields: "Item ID," "Location," "Units," "Units Per Item ID," "Description," "Serial Number," "Hold."

CISS, Ltd. - Items in Stock

No filter applied.

Item ID	Location	Units	Units Per Item Id	Description	Serial Number	Hold
6154-20	dev	2	2	Milwaukee 4 1/2" Sander/Grinder		No
	dev	2	4	Milwaukee 4 1/2" Sander/Grinder		No
	dev	2	6	Milwaukee 4 1/2" Sander/Grinder		No

Figure 14.15 – Items in Stock Report

Items Cost Summary

This report shows you all of your current stock on hand and the cost for each item. The cost is being taken from the Item Master List "Unit Cost" field of each item.

- Sort options: "Item ID," "Description," "Category," "Center Code," "Supplier," "Supplier Name."
- Filter options: "Supplier," a range of suppliers, "Item," a range of items.
- Report fields: "Item ID," "Description," "Category," "Main Supplier," "Package," "Unit Cost," "In Stock," "On Order," "On Hold," "Committed."

Items Cost Summary

Sorted By Item ID

Item ID	Description	Category	Main Supplier	Package	Unit Cost
6154-20b	Milwaukee 4 1/2" Sander/Grinder	Tools	<not selected>	Boxes	$5.67
ALS001X	ALDARA LUKSUSA	Generic Product	Aldaris	Boxes	$0.27
ALS002X	ALDARA ZELTA	Generic Product	Aldaris	Boxes	$0.87
ALS003	ALDARA PILZENES	Generic Product	Aldaris	Boxes	$3.64
ALS004	PORTERIS	Generic Product	Aldaris	Boxes	$0.52

Figure 14.16 – Items Cost Summary

Items Price Summary

This report shows you all of your current stock and the price of each item as listed in the "Price" field on the Item Master List.

- Sort options: "Item ID," "Description," "Category," "Center Code."
- Filter options: "Item ID," range of IDs.
- Report fields: "Item ID," "Description," "Category," "Package," "Unit Price," "In Stock," "On Order," "On Hold," "Committed."

Items Price Summary

Sorted By Item ID

Item ID	Description	Category	Package	Unit Price
6154-20b	Milwaukee 4 1/2" Sander/Grinder	Tools	Boxes	$129.98
ALS001X	ALDARA LUKSUSA	Generic Product	Boxes	$0.32
ALS002X	ALDARA ZELTA	Generic Product	Boxes	$0.94

Figure 14.17 – Items Price Summary

Inventory Current Value

This report compares the cost and price of your current inventory to show you the value of your current stock.

- Sort options: none.
- Filter options: “Item ID,” “Supplier.”
- Report fields: “Item ID,” “Description,” “In Stock,” “Average Cost,” “Current Cost,” “Inventory Price Paid,” “Inventory Current Cost.”

Inventory Current Value

Item ID	Description	In Stock	Average Cost	Current Cost	Inventory Price Paid	Inventory Current Cost
6154-20	Milwaukee 4 1/2" Sander/Grinder	107	$5.20	$0.00	$556.40	$0.00
ALS001X	ALDARA LUKSUSA	1	$0.27	$0.27	$0.27	$0.27
ALS001X	ALDARA LUKSUSA	42	$0.27	$0.27	$11.38	$11.38

Figure 14.18 – Inventory Current Value

Items to Order

This report shows you all of the inventory items that have reached or fallen below their minimum levels.

- Sort options: none.
- Filter options: “Item ID,” “Supplier.”
- Report fields: “Item ID,” “Description,” “In Stock,” “Economic Order,” “To Order,” “Unit Cost,” “Amount.”

Inventory To Order

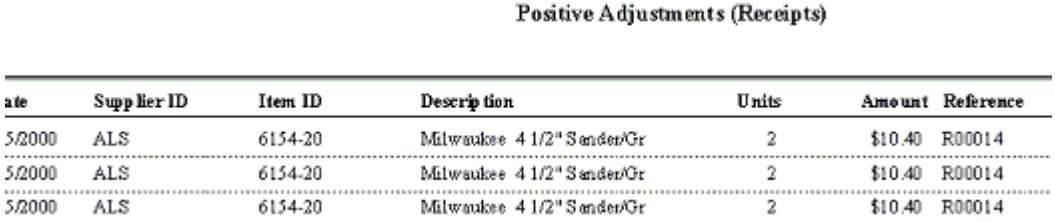
Item ID	Description	In Stock	Econo. Order	To Order	Unit Cost	Amount
Supplier: (<???>) <not selected>						
6154-20b	Milwaukee 4 1/2" Sander/Grinder	0	1	1	$5.67	$5.67
	Totals For Supplier:	0		1		$5.67
Supplier: (ALS) Aldaris						
ALS001X	ALDARA LUKSUSA	73	1	48	$0.27	$13.01

Figure 14.19 – Inventory to Order

Positive Adjustments History Report

This report shows you all of your receipts.

- Sort options: none.
- Filter options: “Date,” range of dates, “Supplier,” “Fiscal Month,” “Item ID,” “Adjustment Code.”
- Report fields: “Date,” “Supplier ID,” “Item ID,” “Description,” “Units,” “Amount,” “Reference,” “Transaction.”



Positive Adjustments (Receipts)

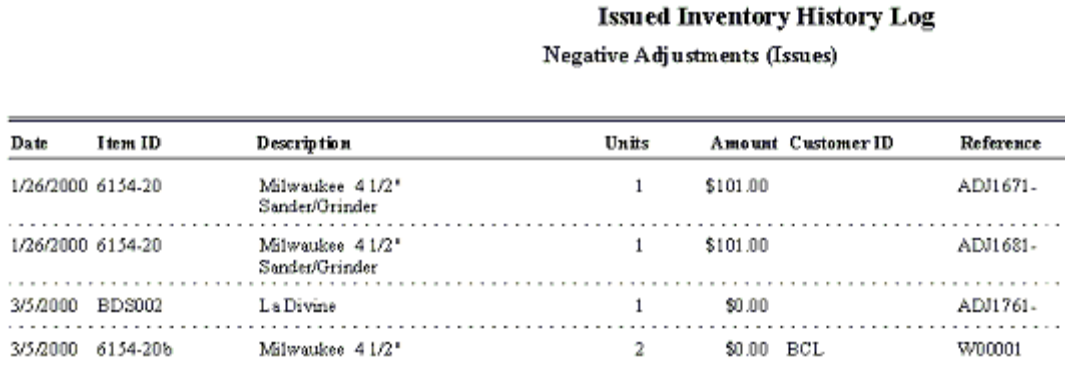
ate	Supplier ID	Item ID	Description	Units	Amount	Reference
5/2000	ALS	6154-20	Milwaukee 4 1/2" Sander/Gr	2	$10.40	R00014
5/2000	ALS	6154-20	Milwaukee 4 1/2" Sander/Gr	2	$10.40	R00014
5/2000	ALS	6154-20	Milwaukee 4 1/2" Sander/Gr	2	$10.40	R00014

Figure 14.21 – Positive Adjustments History Report

Negative Adjustments History Report

This report shows you all of your issues.

- Sort options: none.
- Filter options: “Date,” range of dates, “Fiscal Month,” “Supplier,” “Customer,” “Adjustment Code.”
- Report fields: “Date,” “Item ID,” “Description,” “Units,” “Amount,” “Customer ID,” “Reference,” “Transaction.”



Issued Inventory History Log

Negative Adjustments (Issues)

Date	Item ID	Description	Units	Amount	Customer ID	Reference
1/26/2000	6154-20	Milwaukee 4 1/2" Sander/Grinder	1	$101.00		ADJ1671-
1/26/2000	6154-20	Milwaukee 4 1/2" Sander/Grinder	1	$101.00		ADJ1681-
3/5/2000	BDS002	La Divine	1	$0.00		ADJ1761-
3/5/2000	6154-20b	Milwaukee 4 1/2"	2	$0.00	BCL	W00001

Figure 14.22 – Negative Adjustments History Report

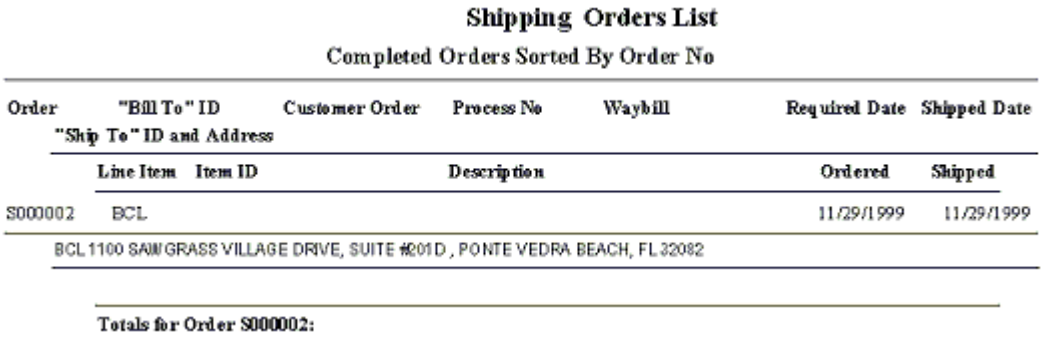
14.5 Shipping Reports

Select “Shipping” under “Reports” on the main menu to access the following reports:

- All Complete Orders
- All Canceled Orders
- All Outstanding Orders

All three of these reports have the same options and fields:

- Sort options: “Order Number.”
- Filter options: “Date,” “Order Number,” “Customer Carrier,” “Supplier,” “Fiscal Month.”
- Report fields: “Order,” “’Bill To’ ID,” “Customer Order,” “Process Number,” “Waybill,” “’Ship To’ ID and Address,” “Line Item,” “Item ID,” “Description,” “Required Date,” “Ordered Date,” “Shipped Date.”

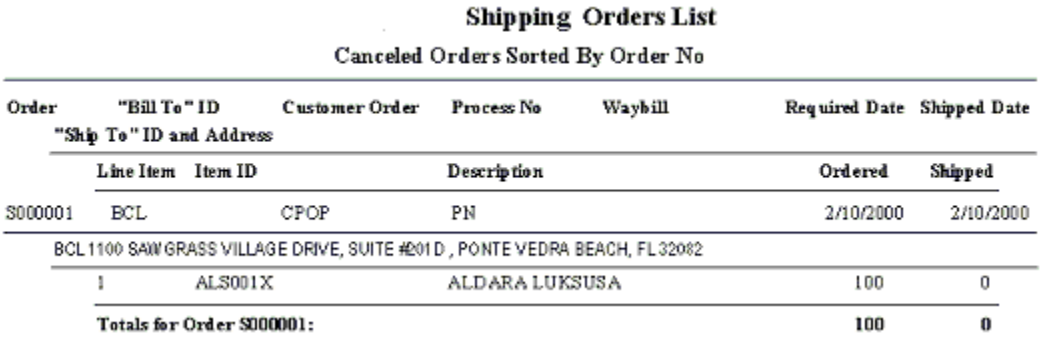


Shipping Orders List

Completed Orders Sorted By Order No

Order	"Bill To" ID	Customer Order	Process No	Waybill	Required Date	Shipped Date
	"Ship To" ID and Address					
	Line Item	Item ID	Description		Ordered	Shipped
S000002	BCL				11/29/1999	11/29/1999
	BCL 1100 SAWGRASS VILLAGE DRIVE, SUITE #201D , PONTE VEDRA BEACH, FL 32082					
	Totals for Order S000002:					

Figure 14.23 – All Completed Shipping Orders

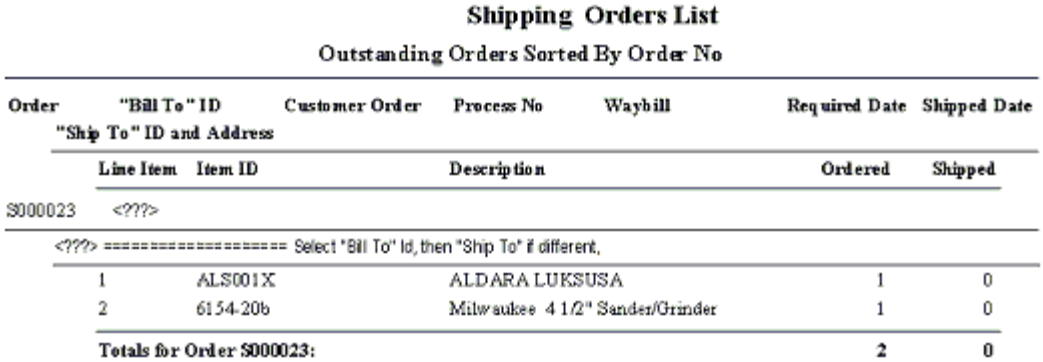


Shipping Orders List

Canceled Orders Sorted By Order No

Order	"Bill To" ID	Customer Order	Process No	Waybill	Required Date	Shipped Date
	"Ship To" ID and Address					
	Line Item	Item ID	Description		Ordered	Shipped
S000001	BCL	CPOP	PN		2/10/2000	2/10/2000
	BCL 1100 SAWGRASS VILLAGE DRIVE, SUITE #201D , PONTE VEDRA BEACH, FL 32082					
	1	ALS001X	ALDARA LUKSUSA		100	0
	Totals for Order S000001:				**100**	**0**

Figure 14.24 – All Canceled Shipping Orders



Shipping Orders List

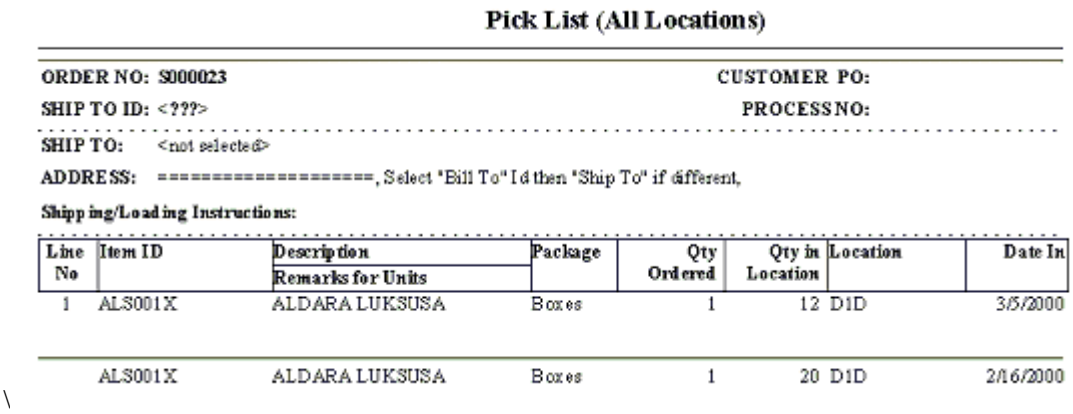
Outstanding Orders Sorted By Order No

Order	"Bill To" ID	Customer Order	Process No	Waybill	Required Date	Shipped Date
	"Ship To" ID and Address					
	Line Item	Item ID	Description		Ordered	Shipped
S000023	<???>					
	<???> ========== Select "Bill To" Id, then "Ship To" if different,					
	1	ALS001X	ALDARA LUKSUSA		1	0
	2	6154-20b	Milwaukee 4 1/2" Sander/Grinder		1	0
	Totals for Order S000023:				**2**	**0**

Figure 14.25 – All Outstanding Shipping Orders

All Outstanding Pick Lists

- Sort options: none.
- Filter options: none.
- Report fields: “Order Number,” “Customer Purchase Order,” “’Ship To’ ID,” “Process Number,” “’Ship To’ Address,” “Shipping/Loading Instructions,” “Item ID,” “Description,” “Remarks for Units,” “Package,” “Quantity Ordered,” “Quantity in Location,” “Location,” “Date In.”



Pick List (All Locations)

ORDER NO: S000023 CUSTOMER PO:

SHIP TO ID: <???> PROCESS NO:

SHIP TO: <not selected>

ADDRESS: ==========, Select "Bill To" Id then "Ship To" if different,

Shipping/Loading Instructions:

Line No	Item ID	Description / Remarks for Units	Package	Qty Ordered	Qty in Location	Location	Date In
1	ALS001X	ALDARA LUKSUSA	Boxes	1	12	D1D	3/5/2000
	ALS001X	ALDARA LUKSUSA	Boxes	1	20	D1D	2/16/2000

\

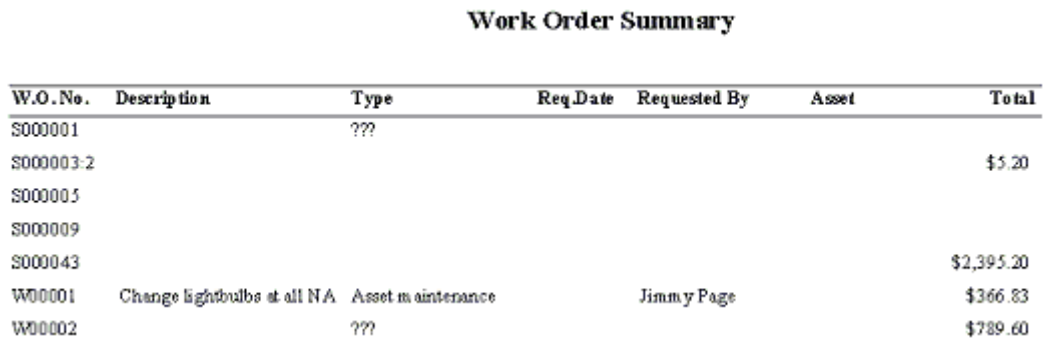
Figure 14.26 – Pick List, All Locations

Under “Shipping,” you also have the option to reprint packing lists and shipping labels if necessary.

14.6 Work Order Reports

Work Order Summary

- Sort options: none.
- Filter options: “From Req. Date” (all work orders required after a certain date), “Start WO Number,” “Customer,” “Fiscal Month,” “To Req. Date” (all work orders required before a certain date), “End WO Number,” “WO Status.”
- Report fields: “W.O No.,” “Description,” “Type,” “Required Date,” “Requested By,” “Asset,” “Total (Cost).”



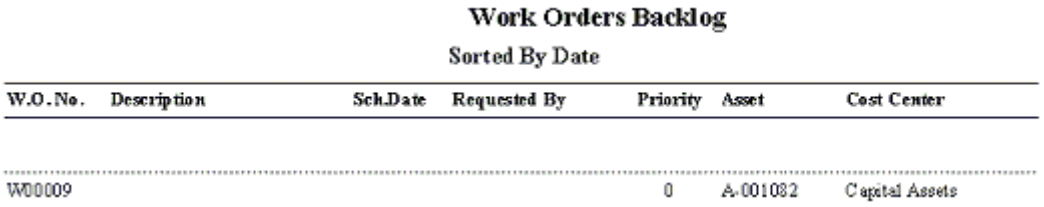
Work Order Summary

W.O. No.	Description	Type	Req Date	Requested By	Asset	Total
S000001		???				
S000003:2						$5.20
S000005						
S000009						
S000043						$2,395.20
W00001	Change lightbulbs at all NA	Asset maintenance		Jimmy Page		$366.83
W00002		???				$789.60

Figure 14.27 – Work Order Summary

Work Order Backlog

- Sort options: “Date,” “Priority.”
- Filter options: “Start Date,” ”Start WO Number,” “Customer,” “End Date,” “End WO Number,” “WO Status.”
- Report fields: “WO Number,” “Description,” “Scheduled Date,” “Requested By,” “Priority,” “Asset,” “Cost Center.”



Work Orders Backlog

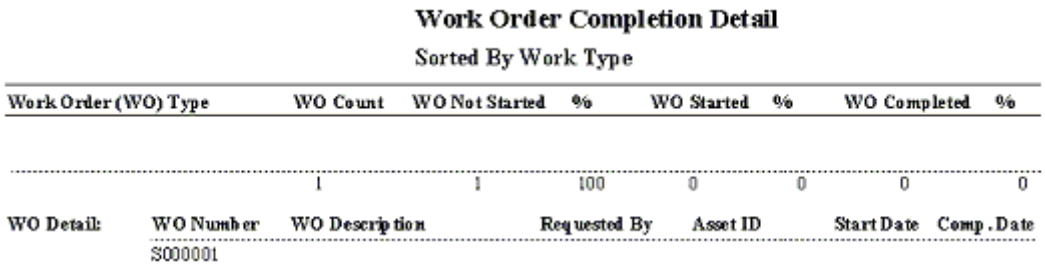
Sorted By Date

W.O. No.	Description	Sch.Date	Requested By	Priority	Asset	Cost Center
W00009				0	A-001082	Capital Assets

Figure 14.28 – Work Orders Backlog

Work Order Completion Detail

- Sort options: “Work Type,” “WO Description,” “Requested By,” “Asset Tag.”
- Filter options: “Start WO Number,” “Customer,” “End WO Number.”
- Report fields: “WO Type,” “WO Count,” “WO Not Started,” “% Not Started,” “WO Started,” “% Started,” “WO Completed,” “% Completed,” “Name,” “WO Number,” “WO Detail,” “WO Description,” “Requested By,” “Asset ID,” “Start Date,” “Completion Date.”



Work Order Completion Detail

Sorted By Work Type

Work Order (WO) Type	WO Count	WO Not Started	%	WO Started	%	WO Completed	%
	1	1	100	0	0	0	0

WO Detail:	WO Number	WO Description	Requested By	Asset ID	Start Date	Comp. Date
	S000001					

Figure 14.29 – Work Order Completion Detail

Work Order Completion by Assets

- Sort options: “Asset Tag” and “Asset Description”.
- Filter options: “Start Asset Tag,” “Customer,” “End Asset Tag.”
- Report fields: “WO Type,” “WO Count,” “WO Not Started,” “% Not Started,” “WO Started,” “% Started,” “WO Completed,” “% Completed.”

Work Order Completion by Assets

Sorted By Asset Tag

Work Order (WO) Type	WO Count	WO Not Started	%	WO Started	%	WO Completed	%
#Name? A-001082							
Asset maintenance	1	1	100	0	0	0	0
Asset Total:	1	1	100	0	0	0	0

Figure 14.30 – Work Order Completion by Assets

Work Order Completion by Items

- Sort options: “Item ID,” “Item Description.”
- Filter options: “Start Item ID,” “Customer,” “End Item ID.”
- Report Fields: “WO Type,” “WO Count,” “WO Not Started,” “% Not Started,” “WO Started,” “% Not Started,” “WO Completed,” “% Completed.”

Work Order Completion by Items

Sorted By Item ID

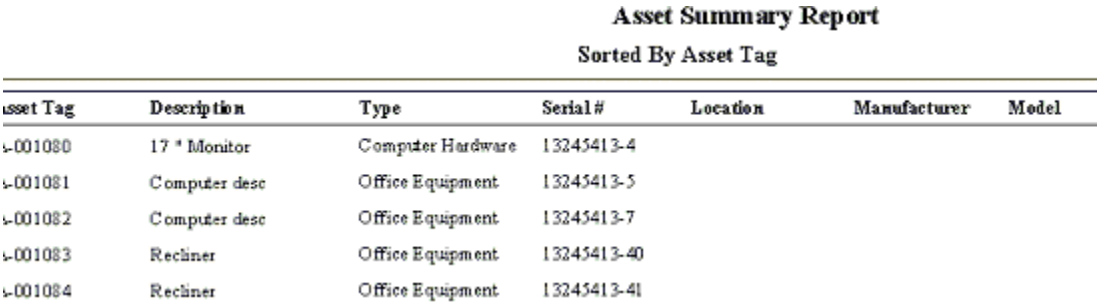
Work Order (WO) Type	WO Count	WO Not Started	%	WO Started	%	WO Completed	%
	3	3	100	0	0	2	67
Custom Assembly	2	2	100	0	0	2	100
Work Order Type Total:	2	2	100	0	0	2	100
Item Total:	5	5	100	0	0	4	80

Figure 14.31 – Work Order Completion by Items

14.7 Asset Reports

Asset Summary Report

- Sort options: “Asset Tag,” “Description,” “Asset Type+Asset Tag,” “Location+Asset Tag,” “Model,” “Serial Number,” “Manufacturer+Asset Tag.”
- Filter options: “Start & End Asset Tags.”
- Report fields: “Asset Tag,” “Description,” “Asset Type,” “Serial Number,” “Location,” “Manufacturer,” “Model,” “Purchase Date,” “Status” (available or under maintenance).



Asset Summary Report

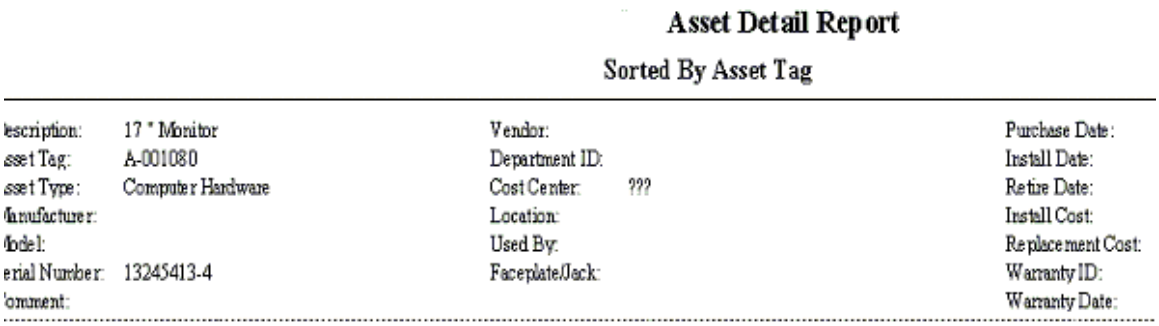
Sorted By Asset Tag

sset Tag	Description	Type	Serial #	Location	Manufacturer	Model
-001080	17 " Monitor	Computer Hardware	13245413-4			
-001081	Computer desc	Office Equipment	13245413-5			
-001082	Computer desc	Office Equipment	13245413-7			
-001083	Recliner	Office Equipment	13245413-40			
-001084	Recliner	Office Equipment	13245413-41			

Figure 14.32 – Asset Summary Report

Asset Detail Report

- Sort options: "Asset Tag," "Asset Type+Asset Tag," "Location+Asset Tag," "Model," "Serial Number," "Vendor," "Manufacturer+Asset Tag."
- Filter options: "Start & End Asset Tags."
- Report fields: the report lists the complete information that you have entered about the asset. See Figure 14.33 for a complete view of the fields.



Asset Detail Report

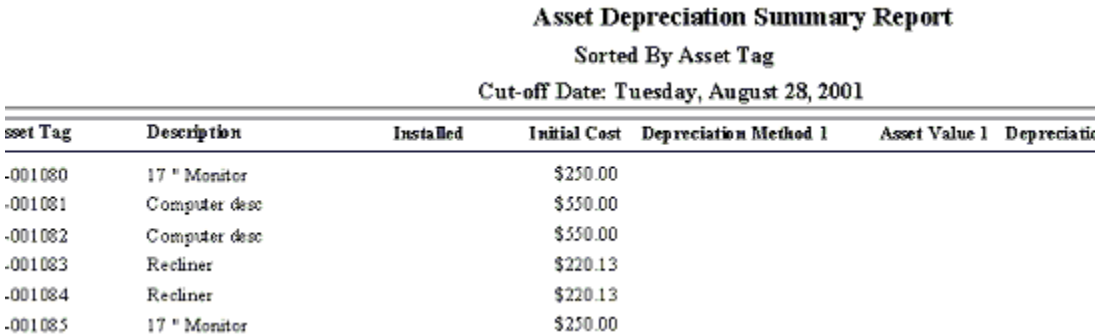
Sorted By Asset Tag

escription:	17 " Monitor	Vendor:		Purchase Date:	
sset Tag:	A-001080	Department ID:		Install Date:	
sset Type:	Computer Hardware	Cost Center:	???	Retire Date:	
fanufacturer:		Location:		Install Cost:	
lodel:		Used By:		Replacement Cost:	
erial Number:	13245413-4	Faceplate/Jack:		Warranty ID:	
omment:				Warranty Date:	

Figure 14.33 – Asset Detail Report

Asset Depreciation Summary Report

- Sort options: "Asset Tag," "Description," "Serial Number."
- Filter options: "Start & End Asset Tags," "Cut-off Date."
- Report fields: "Asset Tag," "Description," "Installation Date," "Initial Cost," "Depreciation Method 1," "Asset Value 1," "Depreciation Method 2," "Asset Value 2."



Asset Depreciation Summary Report

Sorted By Asset Tag

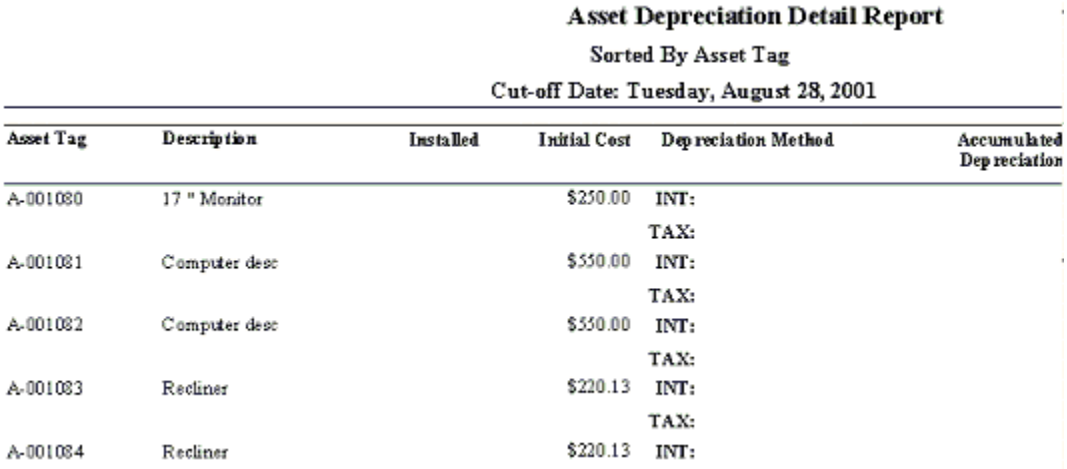
Cut-off Date: Tuesday, August 28, 2001

sset Tag	Description	Installed	Initial Cost	Depreciation Method 1	Asset Value 1	Depreciatic
-001080	17 " Monitor		$250.00			
-001081	Computer desc		$550.00			
-001082	Computer desc		$550.00			
-001083	Recliner		$220.13			
-001084	Recliner		$220.13			
-001085	17 " Monitor		$250.00			

Figure 14.34 – Asset Depreciation Summary Report

Asset Depreciation Detail Report

- Sort options: "Asset Tag, " "Description."
- Filter options: "Start & End Dates," "Start & End Asset Tags," "Cut-off Date."
- Report fields: "Asset Tag," "Description," "Installed," "Initial Cost," "Depreciation Method," "Accumulated Depreciation," "Depreciation for the Period," "Book Value."



Asset Depreciation Detail Report

Sorted By Asset Tag

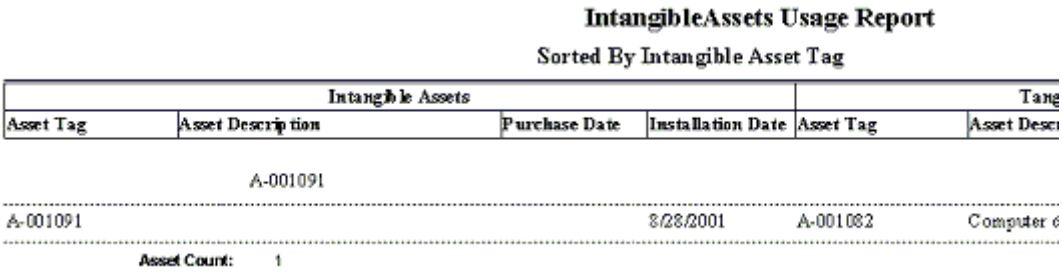
Cut-off Date: Tuesday, August 28, 2001

Asset Tag	Description	Installed	Initial Cost	Depreciation Method	Accumulated Depreciation
A-001080	17 " Monitor		$250.00	INT:	
				TAX:	
A-001081	Computer desc		$550.00	INT:	
				TAX:	
A-001082	Computer desc		$550.00	INT:	
				TAX:	
A-001083	Recliner		$220.13	INT:	
				TAX:	
A-001084	Recliner		$220.13	INT:	

Figure 14.35 – Asset Depreciation Detail Report

Intangible Asset Usage Report

- Sort options: Intangible Asset Tag, Tangible Asset Tag
- Filter options: "Start & End Tags," "Start & End Tangible/Intangible Asset Tags."
- Report fields: this report provides a list of asset tags and all the other assets that are associated with the assets on the list.



IntangibleAssets Usage Report

Sorted By Intangible Asset Tag

Intangible Assets				Tang	
Asset Tag	Asset Description	Purchase Date	Installation Date	Asset Tag	Asset Desc
	A-001091				
A-001091			8/28/2001	A-001082	Computer d

Asset Count: 1

Figure 14.36 – Intangible Asset Usage Report

Chapter 15 – Currencies and Taxes

This chapter describes issues related to tax accounting, assigning taxes, and currency.

15.1 LIFO and FIFO Accounting

In the menu Reports/Inventory are the reports FIFO, Average, and LIFO. Choose one depending on your accounting method. See Chapter 14—Reports for detailed information on using the Reports module of Almyta Control System.

Identifying Cost

You can use any of the following methods to identify the cost of items in inventory:

- **Specific Identification Method**
  Use the specific identification method when you can identify and match the actual cost to the items in inventory.
  Use the FIFO or LIFO method, explained next, if:
  *You cannot specifically identify items with their costs
  *The same type of goods are intermingled in your inventory and they cannot be identified with specific invoices.
- **FIFO Method**
  The FIFO (first-in first-out) method assumes the items you purchased or produced first are the first items you sold, consumed, or otherwise disposed of. The items in inventory at the end of the tax year are matched with the costs of similar items that you most recently purchased or produced.
- **LIFO Method**
  The LIFO (last-in first-out) method assumes the items of inventory you purchased or produced last are the first items you sold, consumed, or otherwise disposed of. Items included in closing inventory are considered to be from the opening inventory in the order of acquisition and from those acquired during the tax year.
- The Book Value column represents a value based on costs specified in the Item Master List.
- There is also Inventory Average Value report, which shows exactly how much was paid for units currently in stock.

15.2 *Taxes*

15.2.1 Printing Your Company Tax Id on All Purchase Orders and Invoices

To print your company tax id on all purchase orders and invoices:

1. Go to the System/System Related Lists/Company Locations menu:
2. Specify a tax name and a number. If you have two numbers to show (N1 and N2), separate them by a slash (N1/N2).
3. From now on, the tax number will appear on all purchase orders and invoices beneath the total amount.

15.2.2 Printing Your Company Tax Id on Selected Purchase Orders and Invoices

To print your company tax id on selected purchase orders and invoices only:

1. Go to the System/System Related Lists/Company Locations menu:
2. Create a new memo and specify your tax id in it. Turn on Suppliers and Purchase Orders checkboxes. Close the screen.
3. From the Purchasing menu, go to the Suppliers screen and select this new memo to be a default purchase order trailer for a particular supplier.
4. From now on, when you create a purchase order for this particular supplier, the memo will be automatically referenced in there.
5. The tax id will appear under the Terms and Conditions title.

Follow the same logic on the shipping invoices. Create a memo and turn on the Customers, Shipping Orders, and Invoices checkboxes. Select the memo for customers in the Default Invoice Memo field.

15.2.3 Populating the Tax Table

The Tax Table becomes useful for businesses that are collecting taxes. You can populate the Tax Table once and then use it over and over again by selecting from a dropdown box, populated from the table, on all screens where taxes are involved. To populate the table, go to the System/System Related Lists/Tax Table menu and input all applicable taxes there.

15.2.4 Assigning a Tax to a Customer

To assign a specific tax to a specific customer:

1. Go to the Shipping/Customers & Contacts menu.
2. Go to the More tab
3. Select an appropriate tax from the dropdown list in the Tax field based on a customer geographical location.

From now on, when you create a shipping order to this particular customer, the tax will be automatically pre-selected for you. When you print an invoice a proper tax will be shown on it.

15.2.5 Collecting Two Different Taxes

In some countries, Canada for example, businesses have to collect two taxes. With Almyta Control it is easy to do.

1. Go to the System/Administrative Tools/Options menu.
2. On the System tab, turn on the Sales Tax Two checkbox.
3. Select two applicable taxes for a customer.

From now on, when you create a shipping order to this particular customer, the taxes will be automatically pre-selected for you, and when you print an invoice proper taxes will be shown on it.

15.3 *Multi-Currency*

Almyta Control System can handle more than one currency at a time. For example, US Dollars and Euros.

15.3.1 Configuring to Support Multiple Currencies

To configure the System to support multiple currencies:

1. Go to the System/Administrative Tools/Options menu.
2. Switch to the System tab and turn on the Currency conversion checkbox. Click the OK button to apply the change and close the screen.

3. Go to the System/Related Lists/Currencies menu.
4. Check the Use box for all currencies (countries) you need. Use the Add New button to add a new country if needed.

15.3.2 Converting a Purchase Order to a Foreign Currency

To convert a Purchase Order to a Foreign Currency:

1. Click the toolbar icon or go to the Purchasing/Purchase Orders menu.
2. Select a purchase order. Originally all orders are created in the PC default currency, usually the US Dollar.
3. To convert this order to euros, for example, select the Euro currency from the list at the bottom of the purchase order screen, next to the lightbulb.
4. Then type in the dollar to euro conversion rate.
5. And finally press the Enter key.
6. Press the Enter key again to confirm the conversion.
7. On the Notes/Totals tab, all prices are also shown in euros. Also you can see the total amount in both currencies.

If you print this order using the print button at the bottom of the screen, it will print in Euros. Reports, invoices, and quotes will all be printed in Euros.

15.3.3 Converting a Shipping Order to a Foreign Currency

Converting a Shipping Order to a Foreign Currency is done the same way as converting a Purchase Order to a Foreign Currency, except it is done on the Shipping/Order Processing screen.

Chapter 16 - Customizing

Almyta Control System allows you to customize fields, messages, logos, and labels to better suit your business's specific needs. For example, you can delete a field that doesn't apply to your business, rename an existing field to better describe the information that you want to record, or import your business's logo to print on reports and orders.

For added convenience, Almyta Control System allows you to create and save several different workstation configurations. For example, if the same terminal is used for several different tasks, you can create three different customizations for tasks A, B, and C. Then, simply change the workstation configuration to either A, B, or C and Almyta Control System will automatically display the custom fields and messages that you want.

16.1 Workstation Configuration

Your workstation configuration indicates whether you are working with the original fields and messages that came with Almyta Control System or if you have created your own custom settings. When installed, Almyta Control System offers two configuration options:

- Original (U.S. English)
- My Language (Queen's English)

The "Original" setting is the system default. The field names and messages found in this setting cannot be changed. After customizing, if you should need to refer to the manual or contact Almyta for support, it is useful to switch back to the "Original" setting. All customized features will revert to their original appearance, making it easier for you to communicate with a support person or to relate what you see on your screen to what is pictured in the manual. However, once your problem is solved, you can simply switch to the "My Language" setting to see all your customizations again.

Changing Your Workstation Configuration

1. Under "System" on the main menu, select "Administrative Tools," then "Options."
2. Click on the "Workstation" tab.
3. In the workstation configuration field, select "My Language."
4. Click "Apply." You will need to refresh any screens you had open when you made this change in order for the change to take effect.
5. If you would like to save more than one set of customizations, after steps 1 and 2, click the Pencil icon next to the configuration field and enter the name of a new configuration.
6. Any customizations that you make will be saved as part of the configuration in which you are currently working.

16.2 Custom Fields

Adding New Fields

1. Open the screen on which you would like to add a field.
2. Under "System" on the main menu, select "Administrative Tools," then "Show All Screen Fields,"

OR,

3. Use the "Click here to see all fields" option if it is visible on the screen.
4. Any fields that can be added to the screen will appear. Please note: Not all screens have room to add fields.
5. Right click in the new field to customize it.

6. Double click in the new field to create a lookup list for it.

The next time you open the screen, fields that you did not customize will once again be hidden.

Customizing Existing Fields

1. Make sure you have your workstation configuration set to the configuration under which you would like the customizations to appear (either "My Language" or a configuration that you have created).
2. Right click in the field that you would like to customize and select "Customize Field."
3. Enter the new field name.
4. Use the check boxes to select the properties that you want the new field to have.
   - **Enabled**—fields that are not enabled cannot have data entered into them; they are read only. Once a field has been disabled, it cannot be reactivated or customized in any way.
   - **Visible**—controls whether or not the field appears on the screen.
   - **Locked**—similar to disabled in that a locked field cannot be typed in; however, a field that is locked can be unlocked and used again.
   - **Mandatory**—setting a field as mandatory forces the user to enter data into it. In order to save a record, the user must complete all mandatory fields.
5. Click "OK."

16.3 Undoing Customization

With the exception of fields that have been disabled, customized fields can be reset to the default at any time by right clicking on the field, selecting "Customize Field," and clicking "Remove This Field Customization."

16.4 Custom Messages

The text of any pop-up box containing a number in the title bar (i.e., error messages, confirmation messages, etc.) can be edited to better conform to your system.

1. Under "System" on the main menu, select "System Related Lists," then "Custom Messages."
2. From the dropdown list, select the workstation configuration that you would like the custom messages to be saved under (for example, "Queen's English," "Bob's settings," etc.).
3. Choose a message ID number from the dropdown box. The original text of the message will be displayed in the read-only text boxes.
4. Enter the new message and explanation in the type-to text boxes.
5. Click "Exit." Your changes will be saved automatically.

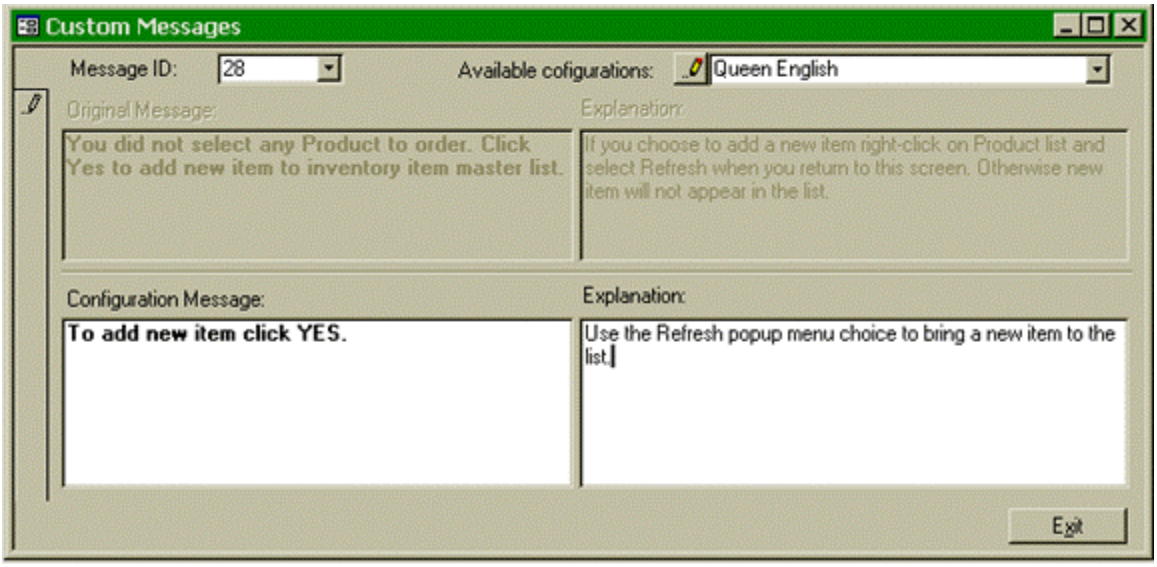

Custom Messages
Message ID:
28
Available cofigurations:
Queen English
Original Message:
You did not select any Product to order. Click Yes to add new item to inventory item master list.
Explanation:
If you choose to add a new item right-click on Product list and select Refresh when you return to this screen. Otherwise new item will not appear in the list.
Configuration Message:
To add new item click YES.
Explanation:
Use the Refresh popup menu choice to bring a new item to the list.
Exit

Figure 16.1 Message Customization Screen

16.5 Custom Logos

Almyta Control System allows you to customize your reports by importing different logos to be used on different reports and orders. For example, you can set up your system so that your company's logo is printed on most reports but your customer's logo is printed on shipping orders and your supplier's logo is printed on purchase orders.

First you need to import the logos that you want to use:

1. Under "System" on the main menu, select "System Related Lists," then "Custom Logos."
2. Assign a name to the logo you are importing.
3. Copy and paste the logo from your source to the blank box provided. The logos that you store in this list will be available in the "Logos" dropdown boxes found throughout the system regardless of the workstation configuration that you're using.

Now you need to designate where you want each logo to be used:

1. Either click "Logo Usage" on the "Logo Import" screen,

OR,

2. Under "System" on the main menu, select "Administrative Tools," then click "Options."
3. Click the "Logos" tab.
4. Select the logo that you want used for each of the reports listed. If you opt to use the logo defined in either the customer's or the supplier's records, proceed to step 5.
   - **If you selected "Use the logo defined in the customer's records,"** select "Shipping" on the main menu, then click "Customers/Contacts." On the "More" tab, use the "Logos" dropdown box to select the logo that you would like used on this customer's records.
   - **If you selected "Use the logo defined in the supplier's records,"** select "Purchasing" on the main menu, then click "Supplier." On the "More" tab, use the "Logos" dropdown box to select the logo that you would like used on this supplier's records.

Chapter 17 - Add-In Manager

Almyta Control System gives you the capability to make your own screens and reports, but to do so you will need advanced Microsoft Access programming skills. We reveal the source code of some add-ins on demand. Therefore, you can create your own reports in Microsoft Access and install them into Almyta Control System. Support for creating your add-ins is not included in Almyta's normal support parameters.

17.1 Installing an Add-In

1. Unzip the attached file into a temporary folder.
2. Start Almyta Control System and select "Add-In Manager" from the "System" menu.
3. Click the "Add New" button.
4. Use the browser to find the unzipped file and double click it. Most add-ins come in the MDE file type. There are a few that come in the MDA type. For those few, change file type to MDA in the browser window.
5. Click the "Close" button to exit Add-In Manager.
6. Once installed, any particular add-in becomes available for all the companies you have created.

17.2 Uninstall an Add-In

1. Start Almyta Control System and select "Add-In Manager" from the "System" menu.
2. Find the add-in in the list, double click it for the x sign to disappear on the left, and close Add-In Manager.

17.3 Removing an Add-In from Your Computer

1. Uninstall the add-in as described above, but do not close Add-In Manager.
2. Click the "Add New" button (do not change the folder you are in), find file ALM####.MDE or .MDA, select it, and press the "Delete" key on the keyboard.
3. Note: If the file cannot be deleted because of a sharing violation, close and restart Almyta Control System then retry.
4. Close the file browser by clicking the "Cancel" button and close Add-In Manager.

All steps must be done in that exact order.

Chapter 18 - Security

The Security System allows you to assign different levels of access to data. Some of your users may need to change inventory items, receive them, and add new ones. Others may only need to enter shipping orders. Some may only need to see your outstanding purchase orders but not make any changes to them. Almyta Control System can accommodate these needs.

There are three components to assigning security in Almyta Control System:

1. Create a profile for each user and group that will have access to Almyta Control System. This step collects information about the user or group but does not assign security.
2. Create accounts for the users or groups of Almyta Control System.
3. Assign permission to your users or groups to access different types of data and/or objects.

Note: While going through the steps of setting up your security, make detailed notes. Be sure to write down all login names, passwords, and any other information that you have to supply the system with. This may be needed for reference at a later time if you wish to make changes to your security. We suggest writing down a list of users and their passwords prior to starting the process. This way you are free to follow the steps without having to stop and start too often.

18.1 Adding System Users

To add users to Almyta Control System:

1. Go to the System/System Related Lists/Users menu:
2. Click the Yellow Plus Sign button located at the top left part on the screen. Enter the person's last name and click the OK button.
3. Enter the person's first name, login name, and all other information you want to supply.

To add more users, repeat starting with the second step.

18.2 Activating Security

BACKUP YOUR COMPANY BEFORE ACTIVATING SECURITY. If you forget the administrator's login name or password, you will not be able to logon.
To activate Almyta Control System security, you need to create at least one user and assign the Administrators privilege to it.
To activate security:

1. Go to the System/Administrative Tools/User Permissions menu:
2. Select a user to be an administrator in the User List.
3. Double-click on “Administrators” in the All Permissions list.

From this point on, all users will be forced to logon. There will be no passwords set initially. Each user will need to specify a password at logon. When doing this for the first time, users must leave the Password field blank.

18.3 Deactivating Security

To deactivate Almyta Control System security, you need to strip off the Administrators privilege from all users.

1. Go to the System/Administrative Tools/User Permissions menu.
2. Select the Administrators permission in the All Permissions list. The system will show all users with this permission in the "All users with selected permission" list located on the left.
3. Click on each such user in the User List and double-click the Administrators permission in the list of assigned permissions below the User List.

After all users are stripped of the Administrators permission, the security gets deactivated.

18.4 Assigning Permissions to Users

A new user can logon but cannot view or modify any data. As a system administrator, you need to assign appropriate permissions to a new user. For administrators, you need to assign only the Administrators permission. Administrators can see and modify any data.

1. Go to the System/Administrative Tools/User Permissions menu.
2. Select a user and then double-click each permission in the All Permissions list. You can also use the buttons located in the middle of the screen. From top down they do the following: remove the selected permission, remove all assigned permissions, add the selected permission, and add all available permissions.
3. To make things easier for administrators, system allows impersonating any user. Use this feature to instantly verify other users' privileges. Select a user and check the "Impersonate selected user checkbox".
4. Do not close the User Permissions screen. Go straight to the screen you need to verify and see what the user is allowed to do. An error message will pop up if you, impersonating this user, try to do something you do not have permission to do. The message will say “Insufficient privilege. You don’t have sufficient privilege for this operation. Contact your system administrator.”

18.5 Changing a User Password

No one can change a user's password but the user. If a user forgot his/her password, an administrator could clear it. The next time the user starts the system, he/she has to specify a new one. To clear a password so the user can change it:

1. Go to the System/Administrative Tools/User Permissions menu.
2. Select a user and then click the Clear Selected User's Password button.

Chapter 19 – Barcodes and Labels

This chapter describes how to use barcodes and print labels.

19.1 Barcodes

Use a barcode reader whenever it is possible. This does not just ease data entry but also improves accuracy. Almyta Control System can read all kinds of barcodes. It also prints bar-coded labels. To read barcodes, you need to attach a barcode reader to you PC. The reader can be attached by V-shaped keyboard cable, UDP, or serial port. The easiest way to verify your scanner is to start the Notepad program in Windows and then scan a few barcodes into it. Each barcode should go into a new line. If it does not, refer to your scanner's user manual and configure the scanner to send the carriage return and line feed characters at the end of each barcode. If you could not configure your scanner in this way, you would have to press the Enter key on your keyboard after each scan.

19.1.1 Create a Simple Barcode Format

To create a simple barcode format, first decide what data you need to scan for positive and negative inventory adjustments. For the receipts, you probably want to scan as much information as possible. For the issues, you need to scan just sufficient amount of data for units to be identified. For serialized inventory, scanning just a serial number when issuing is usually sufficient. For unserialized inventory, you can scan the Item ID (SKU) and Warehouse Location.

To prevent users from scanning a wrong barcode, some barcodes could have prefixes (data identifiers) encoded in them. 1P could be an example of such prefix for SKUs. In this case, when SKU 12345 scanned the result would be 1P12345. Also on the label it could be printed as (1P) 123545. Almyta Control System supports prefixed barcodes.

Let's create a barcode definition to use in receipts. We want to scan Item ID (SKU), Serial Number 1, and Serial Number 2.

1. Go to the System/System Related Lists/Barcode Format Definition menu.
2. Click the Add New button and then enter a barcode format definition.
3. Populate all fields. If any specific barcode can have more than one prefix, enter all prefixes and separate by comma as shown in row #3 (2T,1L). If you want this definition to be used in Receipts, check the Receivers checkbox. If you want this definition to be the default one, check the Default format checkbox.
4. Make sure all rows are saved to disk and press the Test button to see how your new definition works.

19.1.2 Create a Composite Barcode Format

Almyta Control System supports code 128, EAN 128, and most other composite barcodes. A composite barcode is one with multiple fields encoded it. Each field inside such a barcode can start with a data identifier. Almyta Control System can parse all fields in proper places for you. Let's create a definition for this type of barcode.

1. Go to the System/System Related Lists/Barcode Format Definition menu.
2. Click the Add New button and then enter a barcode format definition.
3. Populate the screen.
4. Take a look at the Position field numbering: 1A, 1B, and 1C. Numbers designate a barcode number on a package. In the example, we'll be scanning just one per package. Letters designate a field order inside the barcode.

5. Make sure you saved the last row, click the Test button, and try to scan a few packages. You will scan the barcodes in the leftmost column and the rest will be populated automatically for you.

19.1.3 Receive by Batch or RF Scanners

To receive orders by using batch or RF scanners, first make sure you have created appropriate barcode format definitions. Then:

1. Click the Receive button on the toolbar or go to the Inventory/Receive menu. If you are receiving against a purchase order or a warehouse appointment, click the Receive button on the Purchase Order or Appointment screen. On the Receiver screen click the Barcodes button.
2. Select an appropriate Input Format. If your batch of RF scanner is making a barcode translation for you, select the Keyboard for the Input Type. Otherwise, leave it as the Scanner. Click the Import button.
3. We have imported a comma-delimited file. If the first row of the file contains column headers, Almyta Control System cannot translate the fields. If your scanner creates a file with a header row, turn the First Row is a Header checkbox on. This way the first row will be discarded. Verify that you imported the correct file and click the Merge button.
4. If there are no problems found, the Receiver screen is populated. Otherwise, the problems are stated in the Merge Problems column and the cursor scrolls to the first problem record. In this case, correct any problems and click the Merger button again. On success, the system also prompts you to clean up the screen. You can choose not to and clean it up at a later time by clicking the Clean Up button.
5. Double-check the Receiver. Make sure all fields are transferred properly. Also at this moment you can manually input any additional data, which was not scanned. Click the Receive button to finalize the transaction. It is possible that your serial numbers will not transfer to the Receiver. In this case, make sure that this particular item is configured to use serial numbers.

19.1.4 Receive by Scanning Barcodes

Again, make sure you have created appropriate barcode format definitions. Then:

1. Click the Receive button on the toolbar or go to the Inventory/Receive menu. If you are receiving against a purchase order or a warehouse appointment, click the Receive button on the Purchase Order or Appointment screen. When on the Receiver screen click the Barcodes button.
2. Select an appropriate Input Format and scan your packages. It is possible that some barcodes are not in good shape and would not scan. If so, switch the Input Device to the Keyboard and add these packages manually.
3. If there are no problems found, the Receiver screen is populated. Otherwise, the problems are stated in the Merge Problems column and the cursor scrolls to the first problem record. In this case, correct any problems and click the Merger button again. On success, the system also prompts you to clean up the screen. You can choose not to and clean it up at a later time by clicking the Clean Up button.
4. Double-check the Receiver. Make sure all fields are transferred properly. Also at this moment you can manually input any additional data, which was not scanned. Click the Receive button to finalize the transaction. It is possible that your serial numbers will not transfer to the Receiver. In this case, make sure that this particular item is configured to use serial numbers.

19.2 Labels

19.2.1 Labels for Inventory Units

To print labels at the time of receiving inventory units:

1. Click the Labels button after the receiving screen is populated.
2. Select the number of copies.

3. Click the View or Print button.

To print labels at any later time:

1. First find inventory units. Go to Inventory/Locate and Move and press View.
2. On the Selected Items screen mark the units you want labels for by checking the Mark checkbox next to those units.
3. Click the Labels button.

If you need labels for a single record, just select it. There is no need to mark it.

19.2.2 Labels for Warehouse Locations

The default field format for warehouse locations labels is [Location],BLANK,BLANK, [Location]. This means that the location ID is outputted twice (field 1 and field 4 of the four-field label).

To setup a label format:

1. Go to the menu System/System Related Lists/Custom Labels.
2. Click the Add New record button.
3. Input your new label name.
4. Enter your specifications for the label.

To print the labels, go to the menu Reports/Labels/Labels for Racks (Bins). There select the label and double-click it.

19.2.3 Printing Multi-Column Labels

To print more than one column of labels per page:

1. Go to the File/Page Setup menu.
2. Select the Columns tab.
3. Change the Number Of Columns and Column Width. Click the OK button.
4. Preview the resulting page. Go back to the Page Setup to adjust page margins and label width if needed.
5. To print a few labels, go to the menu Files/Print. Specify the number of pages to print. While in the report preview, scroll to the second page. Make sure it is not blank. If it is, increase page margins or decrease label width. If you are using a special printer (not a Windows default one), always start your configuration with the printer and input tray selection.

Blank labels could be somewhat expensive. You can print a test page on a plain sheet of paper. Put a blank labels sheet on a top of the printed test page, and check the alignment through the light.

Chapter 20 - Support

Almyta has a comprehensive collection of help resources available to give you the information you need about Almyta Control System. One of these resources is online help. Go to http://systems.almyta.com/downloads.asp. The latest version of this document is located there.

Almyta customers can receive support by email: support@almyta.com